

MINUTES of **REGULAR** Meeting #2020-15 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, June 29, 2020, in Council Chambers, City Hall.

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

ALSO PRESENT: City Manager Linda Rapp  
Acting Director of Community and Recreation Services Doug Spencer  
Acting Director of Human Resources Lindsay Schneider  
Acting Director of Development Services Taylor Eshpeter  
Director of Infrastructure and Operations Peter O’Blenes  
Acting Manager of Legislative Services Norma Felker  
Economic Development Coordinator Greg Stone

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

**CALL TO ORDER**

**2020-15-01**

It was duly moved and seconded  
THAT the agenda be adopted as presented.

**AGENDA**

Carried Unanimously

**2020-15-02**

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated June 15, 2020  
be adopted as presented.

**MINUTES**

June 15, 2020

Carried Unanimously

**COMMITTEE REPORTS**

**City Planning Committee**

**2020-15-03**

It was duly moved and seconded  
THAT Bylaw 2020-18, a bylaw to amend the zoning of a portion of the  
parcel at 5048 5<sup>th</sup> Avenue to remove single detached and duplex  
housing as principal uses on the site, be brought forward for second  
and third reading under the bylaw process.

BRING FORWARD  
ZONING AMENDMENT  
BYLAW 2020-18  
(5<sup>th</sup> & Rogers Parcel)

Carried Unanimously

**2020-15-04**

It was duly moved and seconded THAT Bylaw 2020-21, a bylaw to amend the zoning of 604 Black Street to allow for the development of a living suite above an existing garage, be brought forward for second and third reading under the bylaw process.

BRING FORWARD  
ZONING AMENDMENT  
BYLAW 2020-21  
(604 Black Street)

Carried Unanimously

**2020-15-05**

It was duly moved and seconded THAT Bylaw 2020-26, a bylaw to change the zoning of Lot 287 (REM), Group 804 and a portion of the access road to the property in the Whitehorse Copper area, from Heavy Industrial and Greenbelt to Service Industrial to allow for the development of an office building, shop and wash bay, be brought forward for consideration under the bylaw process.

BRING FORWARD  
ZONING AMENDMENT  
BYLAW 2020-26  
(Whitehorse Copper IH Lot)

Carried Unanimously

A member of council suggested that office buildings belong in the downtown core. This allows the people working in the building ready access to services and amenities, and their presence contributes to the vibrancy of the downtown area.

Discussion

**City Operations Committee**

**2020-15-06**

It was duly moved and seconded THAT administration be authorized to award the contract for the supply and delivery of one wheeled front end loader to Finning Canada for a net cost to the City of \$ 301,500.13, plus GST.

CONTRACT AWARD  
FRONT END LOADER

Carried Unanimously

**2020-15-07**

It was duly moved and seconded THAT administration be authorized to award the contract for the supply and delivery of one handy bus to Dynamic Specialty Vehicles for a net cost to the City of \$229,809.00, plus GST.

CONTRACT AWARD  
HANDY BUS

Carried Unanimously

**Community Services Committee**

A written submission was received requesting storage space and the waiver of landfill fees on behalf of the Cod Father Family Support Society. The writer explained that he provides support to vulnerable people in the City, assisting them with projects that help them get back on their feet and feel good about themselves.

SUPPORT REQUESTED  
FOR COMMUNITY  
SERVICE PROVIDER

The writer asked that landfill fees be waived for the people he assists as they cannot afford the fees. He also asked if the City could provide storage space for the supplies he needs to provide the assistance required by the vulnerable people in the community.

For Information Only

**Public Health and Safety Committee**

The City worked collaboratively with Government of Yukon partners to design a city evacuation plan that could be utilized in the event of a significant threat such as wildfire.

The public safety actions available to emergency managers encompass more options than just evacuation, and therefore the plan was developed to best support all options for protective actions, including shelter-in-place.

The options and guidelines included in the Public Safety Protection Plan will provide emergency managers with the proper tools to make informed decisions on the actions best required in the specific circumstances of an emergency. The plan also includes the logistics of executing each action.

PUBLIC SAFETY  
PROTECTION PLAN

For Information Only

This plan is intended to be a living document that will be reviewed and refreshed on an annual basis.

In response to questions raised, administration advised that in addition to distribution via social media, other distribution and communication methods are still in development to ensure residents receive the information they need in the event of an emergency.

A committee member requested that measures be put in place to ensure that the plan is brought forward annually for review.

A Committee member commented on racism issues within law enforcement and commended the Bylaw Services department for working with the Kwanlin Dün First Nation Community Safety Officer program. An update on the City's collaboration with the First Nation and a quarterly meeting with the RCMP were requested.

RACISM ISSUES

For Information Only

**Development Services Committee**

The City is continuing to explore opportunities and resources to support local businesses negatively impacted by the COVID-19 pandemic and subsequent measures imposed by the Government of Yukon for public safety.

While the full impact of the pandemic is unknown at this time, it is expected that some businesses may face hardship in both the short and medium-to-long term. To that end, Administration has identified measures to empower both short-term adaptations for 2020 and medium-to-long term adaptations for 2021 and beyond. Council direction will be required to pursue these measures.

When this report was prepared the City had not received specific recommendations or requests from the Whitehorse Chamber of Commerce.

Administration advised that community impacts must be considered before actions are taken to address specific requests. There are pressure points across all sectors, and information from the broad business community needs to be considered before recommendations are made.

In response to questions raised, administration confirmed that other measures were considered in addition to those listed in the report. A Committee member requested that a complete list of the options considered be provided to council.

Mayor Curtis advised that a new Government of Yukon committee is now in place to consider measures to mitigate the impacts of the coronavirus pandemic. He suggested that it might be wise for administration to work with this committee to avoid unnecessary duplication of efforts.

A Committee member suggested that an action plan be developed to tackle what the City can do now and look ahead to dealing with long-term impacts.

Several members of council requested that the City’s response to the impacts of the pandemic be a recurring item on the Development Services Committee agenda for the foreseeable future.

The City Manager advised that, due to the Canada Day holiday and the short time frame, it is unlikely that a report could be available for the next standing committee meeting. However, an action plan could be prepared for the second meeting cycle in July.

SUPPORT FOR LOCAL  
BUSINESSES IMPACTED  
BY COVID-19  
For Information Only

Discussion

In response to concerns raised about delays in getting a development permit approved, administration advised that despite the pandemic, the Land and Building department is on pace to issue as many development permits as they did in 2019, and that was a record-breaking year.

Applications for large projects are tracking on time, but single-family applications are being delayed by about two weeks due to staffing levels and responsiveness to applicants. It was confirmed that a faulty application does not automatically bump the applicant to the back of the line as staff work with each applicant to assist them in meeting the requirements.

Administration advised that most sites available for single-family dwellings are in comprehensive zones that require more oversight and review, and issues arise particularly with respect to the drainage plan requirements. There is educational material available on the City's website to assist people in preparing their applications.

**DEVELOPMENT PERMIT  
PROCESS**

For Information Only

**Corporate Services Committee**

At the regular council meeting on June 15, 2020 Councillor Cabott moved a motion respecting evaluation criteria for local content on all requests for proposals with respect to procuring consulting services.

Council's decision at that time was to refer the matter to Standing Committee with a request to administration for more information.

Subsequent discussions between administration and representatives of the Whitehorse Chamber of Commerce illuminated the challenges in defining a local business and how local preference might operate.

The Chamber agreed to consider these issues and provide input.

While local purchasing is desirable in principle, there are instances where the consulting expertise needed by the City requires a broader scope and experience than would be available locally. Prioritizing local businesses may not serve the City's needs in those cases. The Consulting Services Selection Procedures Policy is intended to weight the selection criteria according to the needs of the individual procurement.

In 2019 the City released eight requests for proposals. Although the weighting varied per project, the evaluation criteria for each required local familiarity. All eight proposals were awarded to local companies. Given that, it does not appear that the proposed changes to the policy would be of significant benefit to the local business community.

**EVALUATION CRITERIA  
FOR LOCAL CONTENT  
ON REQUESTS FOR  
PROPOSALS FOR  
CONSULTING SERVICES**

For Information Only

**2020-15-08**

It was duly moved and seconded  
WHEREAS the COVID-19 global pandemic has caused health and safety measures to be put in place which have led to significant negative impacts on Whitehorse businesses; and

WHEREAS Whitehorse businesses need support to manage through this difficult and uncertain time; and

WHEREAS the Consulting Services Selection Procedures Policy adopted July 11, 2011 sets guidelines to be applied by administration on requests for proposals to retain consulting services; and

WHEREAS the said policy specifically provides that in instances where Council has expressed a desire to set the assigned weightings, the department manager will provide a written recommendation to Council regarding the assigned weights;

EVALUATION CRITERIA  
FOR LOCAL CONTENT  
ON REQUESTS FOR  
PROPOSALS FOR  
CONSULTING SERVICES

BE IT RESOLVED THAT

1. The weight allocation for the evaluation criteria for local content on all requests for proposals be set at 20 points; and
2. Where a written recommendation is provided to Council for which the local content evaluation is less than 20 points, Council shall consider and then either approve the recommendation or confirm the full 20 points; and
3. This direction shall remain in place until March 31, 2021 or until such earlier time as determined by resolution of Council.

Councillor Cabott reiterated the concerns that caused her to bring the motion forward. She noted that the proposed motion is applicable to the current situation, and that consulting firms from outside the territory may be submitting proposals more frequently on Yukon projects due to the impacts of COVID-19. In response to suggestions from other council members, Councillor Cabott proposed an amendment to the motion.

Discussion

**2020-15-09**

It was duly moved and seconded  
THAT the motion be amended by deleting existing sections 1 and 2, substituting a new section 1, and renumbering the remaining section accordingly. The new section 1 shall read as follows:

Amendment

- “1. The weight allocation for the evaluation criteria for local content on requests for proposals under this policy shall be set by council on a case by case basis and shall range from zero to 20 points.”

Carried Unanimously

In response to questions raised about the consequences of passing this motion, administration advised that a process would be prepared and potential procurements would be brought forward to council before a request for proposals is published. This will result in a delay of about three weeks before each proposal call is issued.

Discussion

The main motion, concerning the weight allocation for the evaluation criteria for local content on all requests for proposals for consulting services, was then voted on as amended.

Vote on Main Motion

Carried Unanimously

**2020-15-10**

It was duly moved and seconded  
THAT the audited City of Whitehorse 2019 Financial Statements be approved as presented, and  
THAT the Water and Sewer Fund surplus of \$347,154 be transferred to the Water and Sewer Reserve.

2019 AUDITED  
FINANCIAL STATEMENTS

Carried Unanimously

**2020-15-11**

It was duly moved and seconded  
THAT Bylaw 2020-22, a bylaw to amend the Fees and Charges Bylaw in accordance with second quarter changes, be brought forward for consideration under the bylaw process.

BRING FORWARD  
FEES AND CHARGES  
AMENDMENT

Carried Unanimously

**NEW AND UNFINISHED BUSINESS**

**2020-15-12**

It was duly moved and seconded  
THAT the 2020 to 2022 operating budget be increased in the amounts of \$107,074 for 2020, \$346,221 for 2021 and \$346,221 for 2022, funded from reserves; and  
THAT Administration be authorized to award the 2020–2025 Landfill Operations Contract to Norcope Construction Group for a net cost to the City of \$4,070,074 plus GST, for the five-year term of this contract.

CONTRACT AWARD  
LANDFILL OPERATIONS

Carried Unanimously

A council member noted that tipping fees will increase as a result of this award. Administration confirmed that increased tipping fees at the Waste Management Facility will be discussed as part of the upcoming budget deliberations.

Discussion

**BYLAWS**

**2020-15-13**

It was duly moved and seconded  
THAT Bylaw 2020-18, a bylaw to amend the zoning of a portion of the parcel at 5048 5<sup>th</sup> Avenue to remove single detached and duplex housing as principal uses on the site, be given second reading.

Carried Unanimously

**BYLAW 2020-18**

ZONING AMENDMENT  
5<sup>th</sup> and Rogers Parcel  
SECOND READING

**2020-15-14**

It was duly moved and seconded  
THAT Bylaw 2020-18, a bylaw to amend the zoning of a portion of the parcel at 5048 5<sup>th</sup> Avenue to remove single detached and duplex housing as principal uses on the site, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2020-18**

ZONING AMENDMENT  
5<sup>th</sup> and Rogers Parcel  
THIRD READING

**2020-15-15**

It was duly moved and seconded  
THAT Bylaw 2020-21, a bylaw to amend the zoning at 604 Black Street to allow for the development of a living suite above an existing garage, be given second reading.

Carried Unanimously

**BYLAW 2020-21**

ZONING AMENDMENT  
604 Black Street  
SECOND READING

**2020-15-16**

It was duly moved and seconded  
THAT Bylaw 2020-21, a bylaw to amend the zoning at 604 Black Street to allow for the development of a living suite above an existing garage, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2020-21**

ZONING AMENDMENT  
604 Black Street  
THIRD READING

**2020-15-17**

It was duly moved and seconded  
THAT Bylaw 2020-22, a bylaw to amend the Fees and Charges Bylaw in accordance with the second quarter review, be given first reading.

Carried Unanimously

**BYLAW 2020-22**

FEES AND CHARGES  
2<sup>nd</sup> Quarter Changes  
FIRST READING

**2020-15-18**

It was duly moved and seconded  
THAT Bylaw 2020-22 be given second reading.

Carried Unanimously

**BYLAW 2020-22**

SECOND READING

**2020-15-19**

It was duly moved and seconded  
THAT Bylaw 2020-26, a bylaw to change the zoning of Lot 287 (REM),  
Group 804 and a portion of the access road to the property in the  
Whitehorse Copper area from Heavy Industrial and Greenbelt to  
Service Industrial, be given first reading.

**BYLAW 2020-26**

ZONING AMENDMENT  
Whitehorse Copper IH Lot  
FIRST READING

Carried Unanimously

There being no further business, the meeting adjourned at 7:12 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 #2020-16 dated July 13, 2020.