



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	January 18, 2021	2021-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
<b>Absent</b>	Councillor Jocelyn Curteanu	
<b>Staff Present</b>	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 Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Brittany Dixon, Acting Manager of Financial Services Catherine Constable, Manager of Legislative Services	

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

### 1. **Incentives for Renewable Energy Projects** – For Information Only

Delegate submissions from Yukon Energy, Solvest Inc., and Chu Niikwan Development asked for an opportunity to meet with council and senior management to discuss the development of renewable energy projects in the City. The submissions noted that renewable energy projects require an enabling and supportive structure to fit into that currently does not exist in Whitehorse. All three submissions suggested that a new taxable classification is necessary, and that incentives for renewable energy projects will help the City to reach its climate change objectives and reduce emissions.

The city manager advised that administration will explore options for organizing a meeting to discuss the issues raised.

## **2. Umbrella Grant Bylaw for 2020**

Throughout 2020 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 2020.

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

THAT Bylaw 2021-04, a bylaw to authorize the allocation of various grants for the year 2020, 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. 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.

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.

Committee members asked for more detailed information on some of the items listed in the bylaw, particularly with respect to the uncollectible bylaw fines and court fees.

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

THAT Bylaw 2021-07, a bylaw to authorize the write-off of uncollectible accounts, be brought forward for consideration under the bylaw process.

## **4. Council Procedures Bylaw**

Since the current Council Procedures Bylaw was adopted in 2016, a number of amendments have been made without an overall review of the entire bylaw. The result is a confusing organization of its content, internal conflicts and redundancies, and some gaps. During the current Council's term of office, occasions have arisen that have suggested certain additions or clarifications to the existing bylaw would be helpful.

The proposed bylaw is not the result of a comprehensive review of the existing bylaw, but arises from a need for reorganization to make the bylaw easier to use.

The primary changes are the reorganization of the sections and the addition of new practices that have arisen during this Council's term of office based on *Robert's Rules of Order*. The majority of the remaining changes are minor in nature, including some editing to provide clarity.

The most significant change in the proposed bylaw is the addition of sections addressing council decision-making procedures in the event of an emergency. These sections have been added on the advice of the City's legal counsel.

Committee members suggested that a different presentation be used in future to allow the public to more easily see the changes being proposed.

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

THAT Council Procedures Bylaw 2021-12 be brought forward for consideration under the bylaw process.

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## Minutes of the meeting of the City Planning Committee

<b>Date</b>	January 18, 2021	2021-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Stephen Roddick Councillor Jan Stick	
<b>Absent</b>	Councillor Jocelyn Curteanu	
<b>Staff Present</b>	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 Lindsay Schneider, Acting Director of Human Resources Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Mélodie Simard, Manager of Planning and Sustainability Services Patrick Ross, Manager of Land and Building Services Sidharth Agarwal, Planner 2	

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

### **1. Public Input Report – Conditional Use Application**

Administration has applied to change the use at Unit 6 – 151 Industrial Road to accommodate the City's Land and Building Services Department. The current zoning of this property is Mixed-Use Commercial-Industrial, and office use on the ground floor or more than 50% of the gross floor area is a conditional use in this zone.

Surrounding properties were advised of the proposed use by mail. Notice was posted on the City's website and advertised in local newspapers along with information about the time and place set for public input on the issue.

No submissions were received with respect to this application, and no issues were raised.

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

THAT the Conditional Use application be approved to allow for an office on the ground floor and more than 50% of gross floor area at Unit 6, 151 Industrial Road in Marwell.

**2. Zoning Amendment – 410 Cook Street**

The owners of 410 Cook Street in the downtown area have applied for a zoning amendment to reduce the parking and loading requirements in order to allow for a micro-unit housing development. The property is located in the Mixed-use Commercial 2 zone, which requires the applicant to provide visitor parking spaces, a loading stall, and residential parking for one space per two units.

The applicant proposes a four-storey mixed use development with 16 micro-unit apartments and two commercial spaces. The proposed reduction in parking will apply only to residential units that are less than 40 square metres in size, and no residential parking spaces will be allocated specifically to a unit to allow for efficient use by residents and commercial tenants. It is proposed that the developer pay cash in lieu of providing commercial parking spaces.

The proposed development is supported by Official Community Plan policies, the State at Home action plan, and Council's 2020 strategic priority to provide opportunities for affordable housing development.

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

THAT Bylaw 2021-11, a bylaw to amend the zoning at 410 Cook Street in the downtown area by reducing the minimum parking requirements to allow for the development of a micro-unit housing project, be brought forward for consideration under the bylaw process

**3. Lease Agreement – KBL Special Waste Transfer Station**

KBL Environmental currently operates the special waste transfer station at the Waste Management Facility under a lease agreement. The City recently approached KBL about acquiring an unused portion of their lease area for potential upgrades to the transfer station area of the facility.

KLB agreed to reduce their parcel if a new lease could be negotiated that would provide more certainty of tenure and allow for operational planning into the future. A new five-year lease agreement has been negotiated that includes an option to renew for an additional five-year term.

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

THAT Bylaw 2021-08, a bylaw to authorize a lease agreement with KBL Environmental Ltd. for the operation of the special waste transfer station at the City's Waste Management Facility, be brought forward for consideration under the bylaw process.

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## Minutes of the meeting of the City Operations Committee

<b>Date</b>	January 18, 2021	2021-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Stephen Roddick Councillor Jan Stick	
<b>Absent</b>	Councillor Jocelyn Curteanu	
<b>Staff Present</b>	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 Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Taylor Eshpeter, Manager of Engineering Services Catherine Constable, Manager of Legislative Services Arcadio Rodriguez, Senior Technician	

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

### **1. Local Content Weighting – Selkirk Second Barrier Treatment Project**

The City intends to upgrade the existing drinking water treatment system by adding additional treatment stages known as second barrier. A conceptual study has already been done on the project. The City is now preparing to release a request for proposals for the production of a final report and preliminary and detail design work for the Selkirk Pump House Second Barrier Treatment project.

This project requires very specialized and expert personnel in drinking water treatment. Administration therefore proposes to set the local content weighting at zero in the request for proposals. The remaining points will be allocated to other aspects of the evaluation to ensure good value for taxpayers.

In response to concerns raised by committee members about not supporting local business, administration confirmed that the conceptual study was done by a local firm with the addition of experts that were not local. The specific expertise required is not

likely to be available locally, but several firms with a local presence could submit proposals if their project team includes members from other regions that have the required expertise.

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

THAT administration be authorized to set the weighting for local content at zero points in the request for proposals to be issued for consultant services for the preparation of a final report and design specifications for the Selkirk Pump House Second Barrier Treatment project.

**2. Procurement Commencement – Asphalt Surface Overlay Project**

Under the terms of the new Procurement Policy, council authorization is required prior to the commencement of procurement with an estimated value of five hundred thousand dollars or more. The asphalt surface overlay program falls into this category, and administration is preparing to release a tender to resurface portions of Fourth Avenue, Two Mile Hill and Hamilton Boulevard.

The asphalt surface overlay program involves the resurfacing of roads that have deteriorated below acceptable condition but do not require full reconstruction. Overlay keeps the roads in a safe condition and extends their useful life while maintaining an acceptable level of service to the public. Funding for this project is included in the approved capital budget.

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

THAT administration be authorized to commence procurement for the 2021 Asphalt Surface Overlay project.

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## Minutes of the meeting of the Community Services Committee

<b>Date</b>	January 18, 2021	2021-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Jan Stick – Vice-Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick	
<b>Absent</b>	Councillor Jocelyn Curteanu	
<b>Staff Present</b>	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 Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Michael Reyes, Manager of Business and Technology Systems Catherine Constable, Manager of Legislative Services	

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

### **1. Rescind Council Resolution – Contract Award – Transit Systems**

In 2019 council authorized administration to award a contract to DoubleMap Inc. for the supply and project management/transition service for Transit Real-time Passenger Information and Electronic Payment Systems. DoubleMap was subsequently acquired by Ford Mobility, and the new parent company discontinued the electronic ticketing and payment services.

At the suggestion of DoubleMap, alternative providers for electronic payment solutions were brought into the negotiations, and Token Transit provided the most satisfactory solution. The result is that a separate contract needs to be signed with Token Transit for the electronic ticketing/payments services.

Under the terms of the new Procurement Policy, both the existing contract with DoubleMap and the proposed contract with Token Transit do not need council authorization over and above the authorization already provided through the approved



capital expenditure programs. However, the existing resolution does not authorize a separate agreement with another firm. To avoid non-compliance with a resolution passed under the provisions of the previous Purchasing and Sales Policy, the expedient solution is to rescind the existing resolution.

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

THAT Council Resolution 2019-23-05, authorizing administration to award a contract for Transit Real-time Passenger Information and Electronic Payment Systems, be rescinded.

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

<b>Date</b>	January 18, 2021	2021-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick	
<b>Absent</b>	Councillor Jocelyn Curteanu	
<b>Staff Present</b>	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 Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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Your Worship, the Public Health and Safety Committee respectfully submits the following report:

**1. Parking at the Canada Games Centre – For Information Only**

A committee member advised that requests have been received for dedicated seniors-only parking close to the entrance of the Canada Games Centre. The requested parking spaces would be in addition to the disability spaces already assigned, but it is noted that seniors who are not disabled are still at considerable risk of serious injury in the event of a fall. Administration confirmed that the request will be considered, but noted that there are challenges with an age-based policy.

**2. Crime Stoppers Month – For Information Only**

It was noted that January is National Crime Stoppers Month. Crime Stoppers is a community, media and police cooperative program operated by volunteers and designed to involve the public in the fight against of crime. Whitehorse citizens are encouraged to check out the Crime Stoppers website for information on the program and on issues for which the RCMP is seeking public assistance.

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**Minutes of the meeting of the  
Development Services Committee**


<b>Date</b>	January 18, 2021	2021-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
<b>Absent</b>	Councillor Jocelyn Curteanu	
<b>Staff Present</b>	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 Lindsay Schneider, Acting Director of Human Resources Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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

There being no further business, the meeting adjourned at 7:42 p.m.

**Adopted** at the regular council meeting on January 25, 2021.

  
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Dan Curtis, Mayor

  
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Norma L. Felker, Assistant City Clerk

