



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	June 7, 2021	2021-11
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	Jeff O’Farrell, Acting City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Jason Everitt, Acting Director of Infrastructure and Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

**1. Discount Fees for Pop-up Patios – For Information Only**

A Committee member asked if there is any interest among Council members in providing a 50% discount on the daily fee charged for taking parking meters out of service for businesses wishing to create a pop-up parking patio. It was noted that the season for outdoor spaces has already begun, and it is unlikely that there will be a large number of applications. A discounted fee for this season may encourage some businesses to open up patio operations and would help to provide baseline information for evaluating the program going forward.

A Committee member noted that expanding a business to include temporary outdoor patio operations is an expensive proposition. When the costs of the appropriate permits and fees are added, potential applicants may decide not to apply. It was suggested that a discount for this one fee for this season only will assist businesses that have been badly impacted by the pandemic without a significant loss of revenue to the City.

Committee members discussed the pros and cons of the suggested discount and noted that a small amount of assistance may be worthwhile.

Administration was requested to schedule a Special Meeting of Council and bring forward an amendment to the Fees and Charges Bylaw that would implement a 50% discount on the “bagged meter” daily fee for sidewalk cafés and pop-up patios, for this year only.



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	June 7, 2021	2021-11
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Councillor Jocelyn Curteanu – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	Jeff O’Farrell, Acting City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Jason Everitt, Acting Director of Infrastructure and Operations Taylor Eshpeter, Manager of Engineering Services Brittany Dixon, Acting Manager of Financial Services Wendy Donnithorne, Manager of Legislative Services Landon Kulych, Manager of Parks and Community Development Peter O’Blenes, Manager of Property Management Norma Felker, Assistant City Clerk	

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

### **1. Grants for Community Service and Municipal Charges**

Councillor Cabott declared that she has an interest in one of the organizations on the list to receive a community service grant.

Council annually allocates funds to assist non-profit charitable and/or recreational organizations in the payment of municipal property taxes and other specific municipal charges. Grant allocations are recommended based on the tiered criteria contained in the Municipal Charges and Community Service Grants Policy. The City Grant-making Policy also stipulates a \$50,000 cap for all grants to any one organization in a given year.

Applicants are required to submit their latest financial statements so that their applications can be assessed against the policy's criteria. All recommended grant allocations are consistent with the policies.

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

THAT Bylaw 2021-28 a bylaw to authorize municipal charges and community service grants for the year 2021, be brought forward for consideration under the bylaw process.

**2. Budget Amendment and Procurement Commencement – Services Building**

In accordance with the City's Procurement Policy, Council authorization is required prior to the commencement of the procurement for the Services Building project, also known as the New City Hall.

External funding has been secured for two-thirds of the project costs. The scope change approved by Council in May will increase the 2021 Capital Budget in the amount of \$3.9 million, to be funded by City Reserves.

As a component of the overall Building Consolidation Project, the new City Hall will house core administrative and public services. The building will provide operational efficiencies for Administration and Council, enhanced service delivery to the public, and security for staff.

In order to meet the funding deadlines required by external funding sources, construction documents must be ready for tender by late summer in order to allow for project completion by the end of 2023.

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

THAT Bylaw 2021-35, a bylaw to amend the 2021 to 2024 capital expenditure program by increasing the Building Consolidation – Services Building project in the amount of \$3.9 million, funded by the capital reserve, be brought forward for consideration under the bylaw process; and

THAT Administration be authorized to proceed with the procurement for the construction of the Building Consolidation – Services Building Project.

**3. Budget Amendment – Downtown Fire Hydrant Replacement**

Private residential redevelopments occurring on Hanson and Hawkins Streets in the Downtown area are advancing the need for the City to replace on-street hydrants ahead of larger infrastructure reconstruction projects. Neither of these areas are identified for reconstruction in the short term.

The hydrants need to be replaced to enable a new inline configuration. The City will gain efficiencies and cost savings by coordinating the hydrant work with the redevelopments.

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

THAT the 2021-2024 Capital Expenditure Plan be amended by adding a new capital project to replace two existing hydrants in the Downtown area for the Downtown Fire Hydrant Replacement project in the amount of \$60,000, funded from the Water and Sewer Reserve.

**4. Project Scope Amendment – Main Street Escarpment Geohazard Mitigation**

The Whitehorse escarpment has a long history of slope instability involving shallow surface flows of silt/clay material and debris. This spring Whitehorse experienced a snow melt that produced more runoff than normal. Combined with a few years of high volumes of precipitation, this has created groundwater conditions that have impacted the stability of the escarpment. Within the last two weeks, active movements of silt/clay material along the Downtown escarpment have occurred.

The 2021 capital budget includes funds to implement planned geohazard mitigations in the area of Main Street and 7<sup>th</sup> Avenue. There is sufficient budget remaining in this project to increase the scope to address some of the new geohazard issues along the escarpment in the Downtown South area. This budget will allow Administration to commence the critical engineering work to monitor the slope stability in the areas of concern.

The new scope of work will be funded from the general reserve until the Gas Tax agreement is amended.

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

THAT the 2021-2024 Capital Expenditure Plan be amended by changing the scope of the Main Street Escarpment Geohazard Mitigation Project to include geohazard mitigation for the entire Downtown escarpment.

**5. Jumpstart Playground Site Preparation – For Information Only**

In 2019 the City entered an agreement with the Canadian Tire Jumpstart Charity that approved the gift of a 9,500 square foot state-of-the-art playground valued at \$1,000,000. The site selected for the playground is within the skating oval in Shipyard's Park. Jumpstart is responsible for the design, supply and installation of the playground equipment and surfacing. The City is responsible for the site preparation and future maintenance. Jumpstart is scheduled to begin construction in mid-July.

Administration issued two requests for tenders for the site preparation work and no bids were received. Attempts to solicit a contractor for the work also met with no success. A local company has now come forward, indicating that they are able to take on the project and complete it on time. However, the total quote received for the site preparation work exceeds the budget funds allocated for the project.

**6. 2021 Union Negotiations Terms of Reference**

The collective agreements between the City and three union locals all expire in 2021. None of the locals have yet served the City with a Notice to Bargain, but initial preparations to bargain have begun.

To date, the negotiating teams have been partially established, Principal Negotiators have been contracted, the current Agreements have been reviewed, department managers have been consulted, and initial research and proposal preparation has begun.

In order for the negotiating teams to proceed it is now necessary for Council to confirm the Terms of Reference.

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

THAT the 2021 Negotiating Team Terms of Reference be endorsed as presented.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	June 7, 2021	2021-11
<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 – Electronic Participation Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Jeff O'Farrell, Acting City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Jason Everitt, Acting Director of Infrastructure and Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	June 7, 2021	2021-11
<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 – Electronic Participation Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Jeff O’Farrell, Acting City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Jason Everitt, Acting Director of Infrastructure and Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	June 7, 2021	2021-11
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
<b>Staff Present</b>	Jeff O'Farrell, Acting City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Jason Everitt, Acting Director of Infrastructure and Operations Wendy Donnithorne, Manager of Legislative Services Pascaline Etter, Administrative Assistant, Legislative Services Norma Felker, Assistant City Clerk Meagan Wilson, Project and Trail Development Coordinator	

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

### 1. **Community Events** – For Information Only

Mayor Curtis honoured the lives of the 215 children whose remains were found at the Kamloops Indian Residential School, and extended the sympathies of Council and the employees of the City of Whitehorse to the families and survivors of residential schools.

Mayor Curtis advised that June is National Aboriginal History Month, a time to reaffirm our commitment to working together to advance meaningful reconciliation with our First Nations.

Mayor Curtis proclaimed June 2021 to be ***Yukon Pride Month*** in the City of Whitehorse.

**2. Racism and Discrimination – For Information Only**

Paul Gowdie addressed the Committee on behalf of Hidden Histories Society Yukon in support of a call to action to address racism and discrimination in our community. He asked Council to take a lead role, and to acknowledge and address their social obligation to their citizens and to act to improve the lives of all community members.

**3. 2027 Whitehorse Canada Winter Games Bid**

The Yukon Territory is on the hosting cycle to host the Canada Winter Games in 2027.

On January 13, 2021, the Yukon Minister of Community Services sent a letter to the Chair of the Canada Games Council (CGC) to authorize the CGC to administer the 2027 CWG bid process and to inform them that YG will support a non-competitive bid proposal to co-host the 2027 CWG with the City of Whitehorse.

In order to enter the bid process:

- The City needs to formally declare its intention to bid by June 30<sup>th</sup>, 2021;
- A Bid Committee must be established to administer the bid; and
- The co-hosts have to pay the \$60,000 bidding fee (\$30,000 each, payable in two instalments).

Hosting the Canada Games would provide a rare opportunity for Yukon athletes to compete at a national level on their home territory and be cheered by their own community and families while participating in Canada's largest multi-sport event. It would also be an incredible chance for local sports organizations to forge long-lasting relationships with partners across the country.

The Canada Games are an occasion to showcase Canada's True North culture, heritage and community spirit to the rest of the country. Yukon performing and visual artists, musicians, writers, including indigenous artists and performers, will have the chance to perform in front of thousands of athletes, coaches, officials, guests and spectators coming from Coast to Coast to Coast.

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

THAT the City of Whitehorse be authorized to send a letter to the Canada Games Council to formally declare its intention to bid for the 2027 Canada Winter Games with Yukon Government before June 30, 2021, with the submission of the bid dependant on the identification of funds to stage the games; and

THAT the establishment of a Canada Winter Games Bid Committee with Yukon Government be authorized to prepare the bid to co-host the 2027 Canada Winter Games in Whitehorse; and

THAT the 2021 operating budget be increased in the amount of \$10,000, and the 2022 provisional operating budget be increased in the amount of \$20,000, both funded by the general reserve, to cover the City's share of the cost of the Canada Winter Games bid fee.

**4. Amendments to the Trail Maintenance Policy**

Ten trails are being recommended for adoption into the Trail Maintenance Policy. When trails are included in the Policy they are regularly inspected and receive regular maintenance. Seven of the trails proposed for adoption were constructed in the past three years. The three previously existing trails are being recommended as they are well used and desirable routes.

City trails are prioritized for maintenance based on a number of factors. All ten trails being recommended for adoption are classified as Type III trails as they are unsurfaced single track trails typically used for hiking and mountain biking. Of the ten trails proposed for adoption, four are classified as priority B for maintenance. These trails contain built structures and are inspected annually. The remaining six trails are classified as priority C, meaning that they do not contain built structures and are inspected every two to three years.

Costs for additional trail maintenance are anticipated to be covered by existing budget.

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

THAT the addition of ten trails to the Trail Maintenance Policy be approved as recommended by the City Trail Crew.

**5. Filipino Heritage Month – For Information Only**

A Committee member advised that June is Filipino Heritage Month and issued an invitation to the public to attend the flag raising that will take place at City Hall at 11:30 a.m. on Friday, June 11<sup>th</sup>.



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

<b>Date</b>	June 7, 2021	2021-11
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
<b>Staff Present</b>	Jeff O'Farrell, Acting City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Jason Everitt, Acting Director of Infrastructure and Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

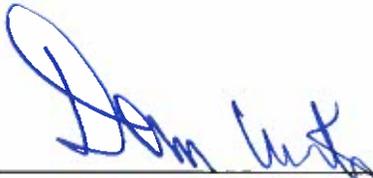
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Your Worship, there is no report from the Public Health and Safety Committee.

There being no further business, the meeting adjourned at 7:55 p.m.

**Adopted** at the regular Council meeting on June 14, 2021.



  
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Dan Curtis, Mayor

  
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Norma L. Felker, Assistant City Clerk