



Minutes of the meeting of the Corporate Services Committee

Date	March 1, 2021	2021-05
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jocelyn Curteanu – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
Staff Present	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 Gloria Kasigazi, Procurement Supervisor Norma Felker, Assistant City Clerk Will Schenn, Policy Analyst	

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

1. Forthcoming Procurements – For Information Only

In accordance with the Procurement Policy that came into effect on January 1, 2021, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to council on a bi-monthly basis. Department managers reviewed their capital projects and operating requirements and have provided a list of anticipated procurements valued at over \$100,000 for March and April 2021. A total of 17 projects are on the list.

Committee members thanked administration for the improved format and level of detail provided. In response to a question regarding sustainable procurements, administration advised that commencement reports will include the sustainability aspects. For other procurements, the sustainability aspects will be included in the semi-annual report.

2. Election 2021 Procedures Bylaw

The *Municipal Act* regulates the conduct of municipal elections and requires council to establish by bylaw election procedures specific to the City of Whitehorse.

In conjunction with the 2018 bylaw adopted to provide for the use of tabulators at City elections, the proposed Election Procedures Bylaw addresses the variables specific to the conduct of the 2021 election in Whitehorse. The bylaw appoints the Returning Officer and delegates to that person the authority to administer the conduct of the election. As required under the Act, the proposed bylaw establishes the time and place for the submission of nomination papers, provides for a Board of Revision, and sets the honorariums to be paid to election officials.

The proposed bylaw also establishes the use of an electronic list of electors to enable a “vote anywhere” system, and provides that eligible voters who are not on the list of electors will be able to swear in at the polls.

Under the emergency provisions of section 265 of the *Municipal Act*, the bylaw provides for contingencies in the event that COVID-19 restrictions will still be in place when the election period commences. Specifically, the bylaw provides that any eligible elector may vote by special ballot or at an advance poll. Expanding the options for special ballot voting will allow for mail-in ballots. Eliminating the restrictions in place for advance poll voting expands the options for electors. Both of these measures should encourage voter turn-out and also increase the City’s ability to provide the protections necessary for electors and for election staff under pandemic restrictions.

The bylaw also allows the Returning Officer to establish additional advance poll days to minimize the crowding and wait times normally experienced at advance polls. As a special contingency measure, the City Manager is delegated the authority to close the polls and set an alternate date for the receipt of mail-in ballots in the event that the Chief Medical Officer of Health imposes new restrictions on polling day.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-16, a bylaw to regulate the 2021 municipal election in the City of Whitehorse, be brought forward for consideration under the bylaw process.

3. Repeal of Out-Dated or Redundant Bylaws

Administration is proposing the repeal of ten bylaws that are no longer in use but have not been repealed or replaced. The bylaws recommended for repeal are out-dated or have been rendered redundant by the passage of updated City bylaws or Yukon legislation. Many of the bylaws refer to legislation that has long since been updated, replaced or repealed.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-17, a bylaw to repeal out-dated or redundant bylaws, be brought forward for consideration under the bylaw process.

4. Updating References in Selected Bylaws

Administration is bringing forward a bylaw to update the *Municipal Act* references in four current bylaws. These bylaws refer to sections of the *Municipal Act* that were in effect at the time each bylaw was adopted. Amendments to the Act since that time have made the references in these bylaws invalid.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-18, a bylaw to update the *Municipal Act* references in various bylaws, be brought forward for consideration under the bylaw process.

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Minutes of the meeting of the City Planning Committee

Date	March 1, 2021	2021-05
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
Staff Present	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	

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



Minutes of the meeting of the City Operations Committee

Date	March 1, 2021	2021-05
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
Staff Present	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	

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

1. Procurement Commencement – Custodial Services for Admin Buildings

The Procurement Policy requires council authorization prior to the commencement of procurements with an estimated value of \$500,000 or more. The planned procurement of custodial services for administrative buildings is for a three-year term and is anticipated to be over \$500,000.

The procurement for custodial services is for seven buildings that include administrative use areas. Funding for this project is included in the approved 2021-2023 Operating and Maintenance Budget.

The recommendation of the City Operations Committee is

THAT administration be authorized to commence the procurement of custodial services for administrative buildings.

2. Preparations for Snow Melt – For Information Only

In response to questions raised regarding the City's preparations to deal with the consequences of this winter's record-breaking snowfalls, administration advised that City crews are working continuously to remove the snow accumulations in accordance with the priorities established in the Snow and Ice Control Policy.

The Operations and Water and Waste departments are preparing to deal with the anticipated snow melt conditions, and communications to assist residents in dealing with snow accumulations and potential snow-melt issues on their properties are being prepared.

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Minutes of the meeting of the Community Services Committee

Date	March 1, 2021	2021-05
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Councillor Jan Stick – Vice-Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Staff Present	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	

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

1. Proclamation – Kidney Health Month – For Information Only

Mayor Curtis proclaimed the month of March 2021 to be Kidney Health Month in the City of Whitehorse.

2. Community Events – For Information Only

Two students were congratulated for being named as top environmentalists.

The Rendezvous Society was congratulated for another successful event in spite of the difficulties imposed by the COVID-19 restrictions.

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Minutes of the meeting of the Public Health and Safety Committee

Date	March 1, 2021	2021-05
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jan Stick – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Staff Present	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	

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

1. Opioid Crisis – For Information Only

A Committee member commented on a recent news story regarding the number of opioid deaths in Yukon. It was noted that, while drug abuse and addiction are not issues that are under the mandate of municipal councils, the Federation of Canadian Municipalities is supporting the position that all levels of government should be working together to deal with these issues.

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

Date	March 1, 2021	2021-05
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
Staff Present	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	

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

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There being no further business, the meeting adjourned at 6:46 p.m.

Adopted at the regular council meeting on March 8, 2021.





Dan Curtis, Mayor



Norma L. Felker, Assistant City Clerk