



Minutes of the meeting of the Public Health and Safety Committee

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| Date | January 7, 2019 |
| 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 Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk |

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



Minutes of the meeting of the Development Services Committee

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| Date | January 7, 2019 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Laura Cabott – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick |
| Staff Present | Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk |

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

1. Update on Schwatka Lake Area Plan – For Information Only

In response to a query from a Committee member, administration confirmed that Alpine Aviation will be able to lease their dock space in 2019 as long as the company applies in accordance with the provisions of the Schwatka Lake Dock Policy and satisfies all permit requirements. The process to provide for long-term lease space along the Miles Canyon Road has been initiated and lease sites may be in place for release to the public within the next 12 to 18 months.



Minutes of the meeting of the Corporate Services Committee

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|----------------------------------|--|
| Date | January 7, 2019 |
| 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 Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Michael Reyes, Manager of Business and Technology Systems Brittany Dixon, Manager of Financial Services Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk |

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

1. Microsoft License Renewals – For Information Only

On December 10, 2018 administration brought forward a proposal for a sole-source contract award to Microsoft Canada for the renewal of licenses for computer productivity software. At that meeting a delegate from a local technology company suggested that the City should conduct a request for proposals so that local businesses could have an opportunity to compete for the contract.

Microsoft has confirmed that outside of the Yukon Government’s umbrella Enterprise Agreement it does not have any certified licensing service providers (distributors) in Yukon. The level of pricing being offered to the City from Microsoft Canada is only available to the City as a result of its partnership with the Government of Yukon. Additionally, the agreement provides the City access to other benefits such as planning services and training vouchers for staff without additional charge.

If the City were to conduct a request for proposals on its own the account, Microsoft would not bid directly. Bidders would necessarily be value-added resellers who would obtain their pricing from a Microsoft licensing service provider. Each additional layer adds mark-up to the license price, thereby increasing the cost to the purchaser.

The City's licences expired on December 31, 2018 and Microsoft has granted the City a 30-day grace period. If the existing agreement is allowed to expire or lapse without renewing, the City will have to re-purchase the Microsoft licences as if they were new and this will result in increased pricing.

2. 2018 Umbrella Grants Bylaw

The *Municipal Act* requires that grants and gifts be authorized by bylaw. The City provides a variety of grants and donations to groups and organizations throughout the year. To facilitate the allocation of grant and donation funds, Council adopted a policy that allows grants to be approved by council resolution and subsequently authorized in an umbrella grant bylaw at year-end. This system allows the distribution of funds to qualified and approved applicants in a timely manner. A bylaw to authorize the grants approved throughout 2018 in accordance with council policies and resolutions is now being brought forward for council authorization.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2019-01, a bylaw to authorize the allocation of various grants for the year 2018, be brought forward for consideration under the bylaw process

3. 2018 Umbrella Budget Amendment Bylaws

The *Municipal Act* provides that council may by bylaw establish a procedure to authorize expenditures that vary from the annual capital expenditure program and the operating budget. In accordance with the provisions of the capital and operating budget bylaws, a number of properly authorized budget amendments occurred throughout 2018. These amendments are now being brought forward under umbrella bylaws for Council authorization under the bylaw process.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2019-02, a bylaw to amend the 2018 to 2021 capital expenditure program with respect to budget adjustments made throughout 2018, be brought forward for consideration under the bylaw process; and

THAT Bylaw 2019-03, a bylaw to amend the 2018 operating and maintenance program with respect to budget adjustments made throughout 2018, be brought forward for consideration under the bylaw process.

4. 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 will 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.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2019-04, a bylaw to authorize the write-off of uncollectible accounts, be brought forward for consideration under the bylaw process.

5. Council Grant – Yukon Cares

Yukon Cares is an independent, grassroots, volunteer driven, humanitarian organization responding to the global refugee crisis through education, advocacy and resettlement of refugees in Yukon. The organization welcomes and supports refugees so that they become more empowered and engaged citizens. Yukon Cares is requesting adult monthly transit passes for two refugees newly arrived in Whitehorse after spending 20 years in a refugee camp in Ghana.

The recommendation of the Corporate Services Committee is

THAT Council approve a grant of two adult transit passes in the amount of \$1,488.00 to Yukon Cares, funded from the council donation account.

6. Update on Carbon Tax – For Information Only

In response to a question from a Committee member, administration advised that no further information has been received from the Yukon Government regarding the rebate mechanism planned with respect to the Carbon Tax. The probable costs to taxpayers have been projected based on available information and, in the event that adjustments are required, a budget amendment can be brought forward for council's consideration. A Committee member urged the Government of Yukon to provide details as soon as possible so that municipalities can proceed with proper planning and budgeting.



Minutes of the meeting of the City Planning Committee

Date January 7, 2019

Location Council Chambers, City Hall

Committee Members Present
Councillor Stephen Roddick – Chair
Councillor Jan Stick – Vice Chair
Mayor Dan Curtis
Councillor Dan Boyd
Councillor Jocelyn Curteanu
Councillor Laura Cabott
Councillor Samson Hartland

Staff Present
Linda Rapp, City Manager
Krista Mroz, Acting Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Norma Felker, Assistant City Clerk

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



Minutes of the meeting of the City Operations Committee

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|----------------------------------|--|
| Date | January 7, 2019 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick |
| Staff Present | Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Geoff Quinsey, Manager of Water and Waste Services Norma Felker, Assistant City Clerk |

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

1. Contract Award – McIntyre Creek Pump House Upgrade

Upgrades to the McIntyre Creek pump house are required to ensure adequate supply pressures and fire flows in Porter Creek and Kulan. A request for tender was issued in May of 2018 but the sole bid received exceeded the project budget and the tender was cancelled. The project was then re-tendered with an updated schedule. Again only one bid was received, but the bidder was unable to complete the project within the tendered schedule and the second tender was also cancelled.

In light of the urgency of the project, administration has negotiated a contract agreement with the one company that submitted bids in response to each tender. The contract price exceeds the project budget due to a variety of factors including the requirement for a significant quantity of stainless steel piping that is now subject to US trade tariffs, and the exceptionally busy marketplace for mechanical contractors.

Due to the complexity of this project and the unknown condition of the existing piping and valves, a 16.6% contingency amount was added to cover unanticipated costs. This is not a typical sole-source award. The proposed contract was negotiated between representatives of Duncan's Ltd. and an internal committee, and efficiencies and opportunities for savings were assessed and included where appropriate.

Duncan's Ltd. is familiar with the scope of the work and has the knowledge and experience to complete the work successfully. The price as negotiated is reasonable. The project is funded by Gas Tax and an amendment to the Gas Tax agreement will be sought. In the interim, the budget increase will be funded from the Water and Sewer Reserve. The Reserve will be reimbursed once additional Gas Tax funds are approved and received.

The recommendation of the City Operations Committee is

THAT the 2018 capital project for the McIntyre Creek Booster Station be re-budgeted to 2019; and

THAT the 2019 to 2022 capital expenditure program be amended by increasing the budget for the 2019 McIntyre Creek Booster Station project from \$207,258.00 to \$450,000.00, funded by the Water and Sewer Reserve; and

THAT Administration be authorized to waive the public bidding process for the McIntyre Creek Pump House Upgrade Project; and

THAT Administration be authorized to award the contract for the McIntyre Creek Pump House Upgrade Project to Duncan's Ltd. for a net cost to the City of \$375,231.

2. Amend Waste Management Bylaw

In order to meet diversion targets, the City has been increasing enforcement of unsorted load fees. Waste haulers using front-load trucks collect from up to 60 different customers in a single load, making it difficult to pass on unsorted load fees to offending customers. In an agreement negotiated with the largest waste haulers, the City committed to working towards putting more enforcement responsibility on the businesses.

The establishment of a base-line data set of load inspections to identify the existing rate of individual load contamination was considered an important foundation for phased-in enforcement. However, operational constraints and staffing issues led to significant delays. The data set needed is now expected to be readied in the first half of 2019.

Administration is recommending that the Schedule "G" phase-in schedule be amended to delay the decrease in allowable contamination until July 1, 2019. The three-month delay will allow the baseline data set to be improved and provide more time for haulers to work with their customers on education and determining appropriate measures for administering unsorted load fees.

Education will be provided to the business community about how source separation and securing of waste bins via locks and lids are critical to reducing unsorted load fees.

The recommendation of the City Operations Committee is

THAT Bylaw 2019-05, a bylaw to amend the Waste Management Bylaw, be brought forward for consideration under the bylaw process.

3. Snow Removal Issues – For Information Only

In response to questions raised by a Committee member, administration provided an update on the snow removal priorities with respect to curb cuts, sidewalks, crosswalks and bus stops. Citizens were encouraged to contact the Snow Line at 633-7669 if they are aware of bus stops or sidewalks and curb cuts adjacent to City facilities that require snow removal. The public was reminded that under the provisions of the City's Maintenance Bylaw property owners and occupiers are required to provide snow removal on sidewalks and curb cuts adjacent to their properties.



Minutes of the meeting of the Community Services Committee

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|----------------------------------|--|
| Date | January 7, 2019 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Jan Stick – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick |
| Staff Present | Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Landon Kulych, Acting Manager of Parks and Community Development Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk |

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

1. Public Art Procurement Update – For Information Only

The City's Public Art Policy provides guidelines for procuring public artwork when new City buildings are constructed. The policy states that one percent of a new building's capital construction budget shall be designated for the purchase and installation of public art. The budget for the Operations Building is currently just over forty million dollars, leaving the City approximately \$400,000.00 to procure new works of public art.

In July 2018 a committee was created for the purpose of procuring artwork with the budget from the Operations Building. The purpose of this committee is to identify potential art locations, evaluate submissions from artists, and award multiple art contracts based on value and budget. The arts community is currently being solicited for representatives.

The Public Art Policy states that community value is a high priority. Since the majority of the Operations Building will not experience high volumes of public visitation, many locations around the community have been identified to complement the spaces identified at the Operations Building. Administration has compiled a preliminary list of potential art locations for the purpose of review and consideration by the committee.

Ongoing and future City of Whitehorse projects were taken in to account when identifying potential locations. The request for proposals for public art is scheduled to be released in the spring of 2019. Artists will have three months to visit locations and create submissions for the art committee to evaluate.

There being no further business, the meeting adjourned at 6:56 p.m.

Adopted at the regular council meeting on January 14, 2019

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk