



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Michelle Friesen – Chair Deputy Mayor Kirk Cameron – Vice-Chair Mayor Laura Cabott Councillor Jocelyn Curteanu** Councillor Dan Boyd Councillor Ted Laking** Councillor Mellisa Murray	
<b>Staff Present</b>	Jeff O’Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Lindsey Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Taylor Eshpeter, Manager of Engineering Services Peter O’Blenes, Manager of Property Management Wendy Donnithorne, Manager of Legislative Services	

\*\* Indicates electronic participation

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

### 1. Council Strategic Priorities

Members of the Whitehorse City Council were elected on October 21<sup>st</sup>, 2021 and sworn in on November 1<sup>st</sup> 2021. After going through orientations and training and becoming familiar with their roles they began discussing strategic priorities for their term of office.

The process of discussing and identifying strategic priorities involved a number of facilitated sessions in January, February and March of 2022. The result of these efforts was the 13 page report attached as the reference to this Administrative Report.

Members noted the importance of the priorities and the broad policy direction this will represent for Council’s term and to communicate the City’s priorities to the public. It was

confirmed that the document would be formatted as well as a poster which would be put in City buildings and distributed electronically. A Committee member requested that the census information and data be updated if available before being released to the public.

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

THAT Council adopt strategic priorities by Council Resolution.

**2. Forthcoming Procurements (May and June) – For Information Only**

In accordance with section 3.5.1 of the Procurement Policy, 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 provided information on their anticipated procurements for the period of May and June 2022. A total of 10 projects are scheduled for procurement in this time frame.

A Committee member requested the procurement for the engineering detailed design be brought forward commencement report should be brought forward under the provisions of the Procurement Policy for the Downtown Reconstruction: Wood & Steele (1<sup>st</sup> to 2<sup>nd</sup> Avenue) due to the potentially high profile and significance to the comment.

Other members noted that the information at this time in a commencement report would be quite general, and it would likely be more appropriate to come forward with a more detailed commencement report after detailed design and as looking to go to tender.

**3. Budget Amendment – Marwell Lift Sanitary Forcemain Repair**

Major rehabilitation work to the Marwell Lift Station was carried out in 2017/2018, which included replacement of most of the mechanical piping within the station and the addition of a new valve chamber between the station and the Yukon River. At the time of the major rehabilitation work a small section of existing forcemain pipe from the station building to the new valve chamber was uncovered and was found to be in poor condition. An engineering consultant's assessment identified that this small section of pipe is well beyond its useful life and should be replaced as soon as possible.

Committee members noted that the better option may be to go with the pipe material option that would be deemed best to work for a longer period of time, and requested additional information about total cost and availability of the seamless pipe option.

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

THAT Council direct the 2022 to 2025 Capital Expenditure program be amended by increasing the budget for the Marwell Lift Station Forcemain Repair project #240c00119 in the amount of \$115,000, funded from the Capital Reserve until an amended Canada Community-Building-Fund Transfer Payment Agreement has been approved; and

THAT Council direct the 2022 to 2025 Capital Expenditure program be amended by decreasing the budget for the Arkell Storm Sewer Outfall Improvements project

#240c01220 in the amount of \$150,000, funded from the Canada Community-Building Fund.

#### **4. Budget Amendment – Robert Service Campground Building**

This new building was to intended to replace the old campground office structure that will not only be a benefit out of town campers but also expand potential recreation opportunities for the Whitehorse community. The new building would extend the use of that property into multiple seasons as well as create additional space for more recreational programing either direct (i.e. City day camps) or indirectly (i.e. community groups, weddings, etc.).

The tender closed on March 25,2022 and three compliant submissions were received with the lowest bid exceeding the approved capital budget by \$750,000.

The total approved budget for this project was \$3,129,777 with the bulk of the funding coming from the Investing in Canada Infrastructure Program (ICIP) with an approved contribution of \$2,815,000 and the remainder from City reserves.

A Committee member questioned whether the project could be delayed to allow industry to return to “normal” and costs to return to more typical levels. Administration confirmed that this is not likely to happen for the next 3 to 5 years. It was also clarified that there were little if no further design changes that could be made to reduce costs in addition to the reduced bathroom facilities, kitchen and landscaping changes that had already been made.

Committee members also inquired about revenue generating options such as programming for children and the potential for enhancing recreational infrastructure which supports Council’s strategic priorities.

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

THAT Council direct the 2022 to 2025 Capital Expenditure Plan be amended by increasing the 2022 project number 320c00420 in the amount of \$750,000, funded by the General Reserve to cover the additional costs.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall Councillor Dan Boyd – Chair Councillor Ted Laking**	
<b>Committee Members Present</b>	Mayor Laura Cabott Deputy Mayor Kirk Cameron Councillor Jocelyn Curteanu** Councillor Michelle Friesen Councillor Mellisa Murray	
<b>Staff Present</b>	Jeff O’Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Wendy Donnithorne, Manager of Legislative Services	

\*\* Indicates electronic participation

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

**1. Sidhu Trucking – For Information Only**

Ian Robertson and Paramjit Sidhu addressed the Committee to request that the City reconsider the request for lot expansion of the property at Lot 68, 163 Collins Lane which would require an amendment to the OCP and disposition of land from Yukon government. The commercial lot expansion would be for storage of equipment and turn around for large equipment. The application is supported with an independent report by an environmental consultant.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall Councillor Jocelyn Curteanu** Councillor Mellisa Murray – Chair	
<b>Committee Members Present</b>	Mayor Laura Cabott Councillor Dan Boyd Deputy Mayor Kirk Cameron Councillor Michelle Friesen Councillor Ted Laking**	
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Wendy Donnithorne, Manager of Legislative Services	

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



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall Councillor Ted Laking** Councillor Dan Boyd –Chair	
<b>Committee Members Present</b>	Mayor Laura Cabott Deputy Mayor Kirk Cameron Councillor Jocelyn Curteanu** Councillor Michelle Friesen Councillor Mellisa Murray	
<b>Staff Present</b>	Jeff O’Farrell, Interm City Manager Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Taylor Eshpeter, Manager of Engineering Services Wendy Donnithorne, Manager of Legislative Services	

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

### **1. Procurement Commencement – Traffic Signals Fourth and Main**

In accordance with Section 3.1.1 of the Procurement Policy 2020-03, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,000.

The project involves reconstruction of the Fourth Avenue and Main Street Traffic Signals, including rebuilding and extending the pedestrian bulb-outs at each corner of the intersection to improve traffic calming and increase the pedestrian realm at this intersection.

Funding for this project is provided through the Canada Community Building Fund (formerly Gas Tax) and is included in the approved 2022 re-budget of capital expenditures and the 2022-2025 Capital Expenditure Program

Committee members had various questions about turn signals, audible and visual countdown and push buttons on all four corners. Administration confirmed that all options will be taken into consideration and would clarify specific questions about the features of crosswalk signals.

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

THAT Council authorize Administration to commence the procurement of project 240c00619 Traffic Signals Fourth and Main Project.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall Councillor Mellisa Murray – Chair Councillor Michelle Friesen – Vice-Chair	
<b>Committee Members Present</b>	Mayor Laura Cabott Councillor Dan Boyd Deputy Mayor Kirk Cameron Councillor Jocelyn Curteanu** Councillor Ted Laking**	
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Mike Gau, Director of Development Services Keri Rutherford, Acting Manager of Recreation and Facility Services Wendy Donnithorne, Manager of Legislative Services	

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

### 1. Spring Recreation Grants Allocations

Councillor Murray indicated a conflict of interest and left Chambers for the item.

Council policy governs the allocation of recreation grants. The Recreation Grant Task Force met on April 5, 2022 to discuss and compile recommendations for funding in accordance with the Recreation Grant Policy.

A total of \$250,000 is available for two granting sessions in 2022. The funding available for this session for all Recreation Grant categories is \$175,000 plus any refunds received.



The Recreation Grant Task Force received and reviewed 30 applications totalling \$152,800 in requests. Applications were submitted under the Recreation Grant Policy and the four funding categories: Ongoing Projects and Initiatives, New Projects and Initiatives, Training and Leadership Development, and Operational Support.

Where funding recommendations do not reflect the full amount of funding requests, it is because certain elements of an application may be fundable under another program, or it is reflective of the condition of the application, or there are insufficient grant funds to fully cover the request.

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

THAT Council approve the allocation of \$144,000 for Recreation Grants as recommended by the Recreation Grant Task Force.

Councillor Murray returned to Chambers.

**2. Proclamation – For Information Only**

Mayor Cabott proclaimed April 22, 2022 to be **Earth Day** in the City of Whitehorse.



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

**Date** April 19, 2022 2022-08

**Location** Council Chambers, City Hall  
Deputy Mayor Kirk Cameron – Chair  
Councillor Jocelyn Curteanu – Vice-Chair\*\*

**Committee Members Present** Mayor Laura Cabott  
Councillor Dan Boyd  
Councillor Michelle Friesen  
Councillor Ted Laking\*\*  
Councillor Mellisa Murray

**Absent**

**Staff Present** Jeff O'Farrell, Interim City Manager  
Valerie Braga, Director of Corporate Services  
Lindsay Schneider, Director of Corporate HR  
Krista Mroz, Acting Director of Community Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Wendy Donnithorne, Manager of Legislative Services

\*\* Indicates electronic participation

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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 7:30 p.m.

  
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Laura Cabott, Mayor

  
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Wendy Donnithorne, City Clerk



ADOPTED at the regular Council meeting dated April 25, 2022.