

Minutes of the Meeting of the
ADMINISTRATIVE SERVICES COMMITTEE
Monday, February 6, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Roberts – Chair
Councillor Pillai – Vice-Chair
Deputy Mayor Irwin
Councillor Austin
Councillor Cameron
Councillor Stockdale

Committee Members Absent: Mayor Buckway

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Brian Crist, Director of Operations

Your Worship:

The Administrative Services Committee respectfully submits the following report:

1. **Contract Award – Consulting Services for Organizational Review**

The City Of Whitehorse last undertook an organizational review in 1996. At that time the City and the Territory were experiencing a declining economy and reduced populations. The current organizational review project has been divided into two phases, the first involving an update of the inventory of current programs and services offered or funded by the various departments and an identification of organizational and physical structures. Phase 2 will examine staffing levels in comparison to other municipalities with consideration for unique northern population challenges and extra-territorial service agreements. The consultants will consider a number of factors including union-management ratios, workload, staff multi-tasking, and staff size versus population, with consideration given to the need for expanded services for a growing community in a growing economy. The consultant's final report will include recommendations or suggest options on organizational structure and reporting changes. A total of six companies responded to the request for proposals issued. The review committee was unanimous in its selection.

RECOMMENDATION

THAT the contract for the City of Whitehorse Organizational Review be awarded to Imagine Inc. for a net cost to the City of \$73,100.00.

MOVED BY:

SECONDED BY:

2. **Monthly Activity Reports** – For Information Only

Activity reports for the months of December 2011 and January 2012 were received from the City Manager, the Director of Administrative Services, and the Financial Services, Human Resources, and Information Systems Departments.

Minutes of the Meeting of the
CITY PLANNING COMMITTEE
Monday, February 6, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Pillai – Chair
Deputy Mayor Irwin
Councillor Austin
Councillor Cameron
Councillor Roberts
Councillor Stockdale

Committee Members Absent: Mayor Buckway

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Brian Crist, Director of Operations
Mike Gau, Manager of Planning and Development Services

Guests: Cam Kos – 18 Azure Road Rezoning

Your Worship:

The City Planning Committee respectfully submits the following report:

1. **Subdivision – Whistle Bend**

As part of the Whistle Bend development, the Government of Yukon has issued authority to survey six parcels of vacant Commissioner's land for the roads and utilities related to the Whistle Bend Subdivision area. The subdivision consists of two sections of Whistle Bend Way; two sections of the existing Range Road; a trail corridor and greenbelt areas; and a sanitary sewer force-main right-of-way. These parcels will be transferred to the City for the amount of one dollar, which is consistent with past transfers involving land for City operational requirements. As the legal survey for these parcels is being completed in conjunction with the Government of Yukon's legal survey for the Whistle Bend Subdivision, there will be no survey costs to the City.

Administration confirmed that:

- The survey costs will be accounted for and captured in future lot prices;
- A portion of what is now Range Road will become Whistle Bend Way;
- BST is proposed for a portion of Whistle Bend Way, but a final determination with respect to surfacing will be made after the major part of the construction is completed;
- The topography of the area has an impact on road rights-of-way, but the actual driving surfaces will be consistent with prevailing standards;
- The proposed road design will be adequate to accommodate future growth;
- The trail corridors are wider than the constructed trails to accommodate meandering design elements

- There was significant public input into the design of trails and green corridors during the charrette process;
- The final lot prices will reflect all costs attributable to the Whistle Bend project, and these costs are being tracked by the Yukon Government as the developer; and
- More remediation work is required on the lower Porter Creek lagoon, and the Horseman's Association facility will be transitioned to a site adjacent to the lagoon once that work is complete.

RECOMMENDATION

THAT the subdivision of vacant Commissioner's land for the survey of roads, force main utility, trail and greenbelt areas associated with the Whistle Bend Subdivision area be approved as shown on the approved subdivision sketches.

MOVED BY:

SECONDED BY:

2. Zoning Amendment – 21 McQuesten Road

The owner of the property at 21 McQuesten Road in Riverdale has applied for a zoning amendment to allow for the development of a triplex unit. The current zoning is residential single detached, and a triplex is not a permitted use in this zone. The applicant has requested a special condition in the single detached zone rather than applying for multi-residential zoning for the one parcel. The proposal is to build three condominium townhouses that are progressive in their design for energy efficiency. This is an undeveloped parcel with rear lane access. The proposal is consistent with the Official Community Plan and the Strategic Sustainability Plan. The proposed design attempts to maintain consistency with the general character of the neighbourhood through a building that resembles a single detached house in both size and style. Condominium subdivision is planned in order to offer smaller, more affordable units for purchase.

The Committee asked for more information on the size of the units and the Passive House standards proposed in the application. The Committee also commended the innovative designs that are coming forward in response to the lack of housing in the City.

RECOMMENDATION

THAT Bylaw 2012-08, a bylaw to amend the zoning of 21 McQuesten Road in Riverdale to allow for the development of a triplex, be brought forward for due consideration under the bylaw process.

MOVED BY:

SECONDED BY:

3. **Zoning Amendment – 91345 Alaska Highway**

Norcope Concrete Producers has applied to rezone a portion of the property located at 91345 Alaska Highway to allow the commercial sale of quarry products to occur on the site. The property is currently zoned Quarry. A special provision is also requested to relax the western side yard setback to allow for the replacement of the roof on a non-conforming portion of the site's principal building. The requested zoning is consistent with the Official Community Plan and has the purpose of providing a transition zone for the development of service commercial and clean industrial uses near the city centre. The applicant has stated an interest in increasing visibility of the north-west portion of the site to promote the intended commercial activities.

Administration confirmed that:

- Improved or additional access to the property may be contemplated by the Yukon Government as the project comes forward;
- If the existing building is demolished, a replacement would have to be located elsewhere on the site. However, replacing the roof on the existing building would be allowable in the current location;
- The applicant wishes to open up the site to improve exposure from the highway for a commercial operation;
- The provision of on-site parking is being contemplated; and
- Additional requirements can be put in when the proponent applies for additional development in the future.

Committee members expressed concern with any loss of the existing buffer between the property and the Alaska Highway, and also about potential traffic and safety concerns that would accompany increased activity at the site.

RECOMMENDATION

THAT Bylaw 2012-10, a bylaw to amend the zoning at 91345 Alaska Highway to allow for the commercial sale of quarry products on site, be brought forward for due consideration under the bylaw process.

MOVED BY:

SECONDED BY:

4. **Zoning Amendment – 18 Azure Road**

The land use designation for the property at 18 Azure Road in the Crestview area was changed from Commercial Service to Residential Urban in 2011. Rezoning is the next step in the process to develop the property for higher density multiple household housing. The design of the site is preliminary. The zoning process will help to determine the amount of developable land available as well as that required for riparian protection and Public Land Use Dedication. All the land under consideration is privately owned, including the creek-bed, which was re-channelled to this area at sometime in the past. The creek is not identified as a significant wildlife corridor, but does attract birds.

The proponents anticipate 154 units for the site, providing a variety of housing forms and densities. Further design work and detailed engineering will be necessary to confirm the total number of units possible. The development is planned in two phases, with the first phase seeing the construction of mobile homes and townhouses on the north side of the creek corridor this spring. Servicing and road construction for the site's southern portion would also occur at this time. The remainder of dwellings, which include 1 to 3 storey duplex and other multi-unit buildings, would be constructed the following year in the second phase of the project. Condominium ownership is planned for the development, which places the responsibility of snow removal and garbage services with the developer.

The applicant feels that noise from activities in the Kulan Industrial area should not be a significant issue for residential development due to the vacant Commissioner's land that provides a treed buffer between the two areas. A development agreement condition has been agreed to which will inform potential future buyers of the area's proximity to industrial uses. This agreement would be similar to the one executed for residential development near the Marwell lift station.

The Committee noted that this is the first large private development in the community in some time, and challenges should be addressed as expediently and smoothly as possible. Some concern was also expressed regarding the proposed access.

Cam Kos addressed the committee to explain some of his experience with private development in Yellowknife. He suggested that the City might want to explore options with respect to subsequent City acquisition of the playground and the water and sewer infrastructure once the project is completed.

RECOMMENDATION

THAT Bylaw 2012-09, a bylaw to change the zoning at 18 Azure Road in the Crestview Subdivision to allow for residential development, be brought forward for due consideration under the bylaw process.

MOVED BY:

SECONDED BY:

5. **Monthly Activity Report** – For Information Only

An activity report for the months of December 2011 and January 2012 was received from Planning and Development Services.

Minutes of the Meeting of the
CITY OPERATIONS COMMITTEE

Monday, February 6, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Cameron – Chair
Deputy Mayor Irwin
Councillor Austin
Councillor Pillai
Councillor Roberts
Councillor Stockdale

Committee Members Absent: Mayor Buckway

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Brian Crist, Director of Operations

Your Worship:

The City Operations Committee respectfully submits the following report:

1. **Monthly Activity Reports** – For Information Only

Activity reports for the months of December 2011 and January 2012 were received from the Director of Operations, Engineering Services, Environmental Services, Maintenance and Safety Services, Public Works and Sustainability.

Issues Arising from the Activity Report

Administration confirmed that:

- The aerators have been installed at the lagoon and preliminary results appear positive
- A report on the odour mitigation project will come back to Council in due course.
- The Environmental Department is working on the internal waste sorting program
- The Diversion Credit program is funded by the City
- The Diversion Credit program is open to organizations who meet all the guidelines of the program and can prove the diversion actually happened
- The air handling unit for the Canada Games Centre has been ordered and will be installed in the next month or so
- The Engineering Department has prepared a draft return on investment on the heat recovery project at the Canada Games Centre
- The Sustainability Coordinator is the contact person for much of the funding that may be used for a new Municipal Services Building, with the Director of Operations as the overall lead on the new MSB project

The Committee asked administration to approach the Government of Yukon for participation in the funding for the Diversion Credit Program.

The Committee also asked for additional information on the outstanding insurance claim from the Canada Games Centre fire and on the preparation of a draft Request for Proposals for a new Municipal Services Building Master Plan.

Committee members noted that there are various locations around the community where signs have been disturbed during street ploughing.

Minutes of the Meeting of the
COMMUNITY SERVICES COMMITTEE
Monday, February 6, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Stockdale – Chair
Councillor Roberts – Vice Chair
Deputy Mayor Irwin
Councillor Austin
Councillor Cameron
Councillor Pillai

Committee Members Absent: Mayor Buckway

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Brian Crist, Director of Operations

Your Worship:

The Community Services Committee respectfully submits the following report:

1. **Monthly Activity Reports** – For Information Only

Activity reports for the months of December 2011 and January 2012 were received from Parks and Recreation and the Transit Department.

Issues Arising from the Activity Reports

The Committee asked for more information on the ‘for profit’ courses and programs being offered through Parks and Recreation. In particular, they asked if all costs are accounted for, including the cost of advertising in the Leisure Guide.

Minutes of the Meeting of the
PUBLIC HEALTH AND SAFETY COMMITTEE
Monday, February 6, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Cameron – Chair
Councillor Austin – Vice-Chair
Deputy Mayor Irwin
Councillor Pillai
Councillor Roberts
Councillor Stockdale

Committee Members Absent: Mayor Buckway

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Brian Crist, Director of Operations

Your Worship:

The Public Health and Safety Committee respectfully submits the following report:

1. **Monthly Activity Reports** – For Information Only

Activity reports for the months of December 2011 and January 2012 were received from Bylaw Services and the Fire Department.

Minutes of the Meeting of the
TOURISM & ECONOMIC DEVELOPMENT COMMITTEE
Monday, February 6, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Austin – Chair
Councillor Stockdale – Vice Chair
Deputy Mayor Irwin
Councillor Cameron
Councillor Pillai
Councillor Roberts

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Brian Crist, Director of Operations
Adam Humphrey, Planner

Your Worship:

The Tourism and Economic Development Committee respectfully submits the following report:

1. **Heritage Fund Grant – Yukon Historical and Museums Association**

The Yukon Historical and Museums Association has requested a Heritage Fund Grant to support three programs: The 2012 Heritage Fair, Heritage After Hours, and the Heritage Places Poster Contest. The three programs present opportunities for Yukon residents to learn and share ideas about the past and will result in increased understanding of heritage issues in the community. The Heritage Fair is additionally an opportunity to showcase heritage facilities and resources located in Whitehorse. The goals of the three programs are consistent with the awareness component of the Heritage Fund Bylaw.

RECOMMENDATION

THAT the allocation of \$3,500.00 to the Yukon Historical & Museums Association be authorized from the Heritage Fund for the purpose of funding the 2012 Heritage Fair, Heritage After Hours and Heritage Places Poster Contest programs.

MOVED BY:

SECONDED BY:

2. **Heritage Fund Grant – Miles Canyon Historic Railway Society**

The Miles Canyon Historic Railway Society is a non-profit organization with a mandate to promote and enhance tourism development. The Waterfront Trolley is managed by the society, and the Trolley Interpretive Signage project was initiated in 2009 with a Heritage Fund grant. At present there are two signs located at Spook Creek Station and Rotary Park. The society wants to expand the project to include two additional signs, one at Shipyards Park and the second at the White Pass and Yukon Railway Depot.

The existing and proposed signs provide an interpretive description of the history of the waterfront. The goal of the signage project is to create opportunities to learn about the past and increase understanding of heritage issues pertaining to the waterfront. This goal is consistent with the awareness component of the Heritage Fund Bylaw. The signage project is also consistent with heritage development principles in the Official Community Plan and the Downtown Plan. The Society will be required to maintain a public liability and property damage policy on the signs, and will also be responsible for maintenance and repair.

Administration confirmed that the price of the signs includes a research component, and that the Heritage Fund grows at the rate of \$2,500.00 per year.

RECOMMENDATION

THAT the allocation of \$6,252.75 to the Miles Canyon Historic Railway Society be authorized from the Heritage Fund for the expansion of the Trolley Interpretive Signage project.

MOVED BY:
SECONDED BY:

3. **Monthly Activity Report** – For Information Only

An activity report for the months of December 2011 and January 2012 was received from Tourism and Economic Development.

There being no further business, the meeting adjourned at 9:20 p.m.