

Minutes of the Meeting of the
ADMINISTRATIVE SERVICES COMMITTEE

Monday, April 2, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Roberts – Chair
Deputy Mayor Pillai
Councillor Austin
Councillor Cameron
Councillor Irwin
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. **Public Input Report – 2012 Operating and Maintenance Budget**

The public was asked to provide input into the 2012 operating budget following presentation of the budget on March 12, and an opportunity for public feedback was held at the regular council meeting on March 26. Input was received through various means, including letters, telephone calls, email, and newspaper clippings. Issues raised included the impact of taxation, utility fees, the need for energy saving programs, winter road and sidewalk maintenance, and the need for more bylaw enforcement.

The 2012 tax increase covers the cost of inflation as well as a small portion of the measures being taken to maintain our service levels. This year's increase is equivalent to an extra \$29 on the average residential tax bill. To keep the average increase to this level the City will actually be rolling back the mill rate to shield taxpayers from significant increases in their property assessments.

As part of the City's on-going efforts to create inter-governmental efficiencies, Transit is bringing forward amendments to the Fees & Charges Bylaw that will allow the City of Whitehorse to institute a discount program with the Government of Yukon Department of Education.

Committee discussion included a caution that, this being a reassessment year, the proposed 3% taxation impact will be felt more by some than by others since property owners with higher assessments will pay proportionally more for property tax than those whose assessment is below the average. The Committee also noted the cost increases associated with the new Whistle Bend development.

The Committee requested that the proposed administrative amendment to include funding for the Canadian Coalition of Municipalities Against Racism and Discrimination be considered subsequent to the passage of the budget.

The Committee also requested that future budget discussions give serious consideration to methods of raising revenue other than property taxes

The Committee commended administration on the work done in preparing this budget.

RECOMMENDATION

THAT Bylaw 2012-02, the 2012 annual Operating Budget and the 2013 and 2014 provisional budgets, be brought forward for second and third reading under the bylaw process, and

THAT Bylaw 2012-04, a bylaw to levy taxes for 2012, be brought forward for second and third reading under the bylaw process, and

THAT Bylaw 2012-03, a bylaw to amend the Fees & Charges Bylaw with respect to annual budget changes, be brought forward for second and third reading under the bylaw process; and

THAT Schedule 10 of Appendix A of Bylaw 2012-03 be amended at second reading to include the Transit educational group pass charges.

MOVED BY:

SECONDED BY:

2. 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-house collection procedures have been exhausted and it has been determined that there is little chance of recovery. 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.

Administration confirmed that the City maintains an inventory of certain plumbing supplies that may be sold to the public under emergency conditions where a citizen is without services and crucial parts are not available elsewhere locally.

RECOMMENDATION

THAT Bylaw 2012-18, a bylaw to authorize the write-off of uncollectible accounts, be brought forward for due consideration under the bylaw process

MOVED BY:

SECONDED BY:

3. **Authorize Travel – A. Y. C. Annual General Meeting**

Council's Expense Policy requires approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse. Councillors Cameron and Irwin are designated representatives to the Association. Councillors Austin, Pillai and Roberts have also indicated their intention to attend the Annual General Meeting of the Association of Yukon Communities being held this year in Dawson City.

RECOMMENDATION

THAT expenses be authorized as follows for councillors attending the Annual General Meeting of the Association of Yukon Communities to be held in Dawson City in May:

1. Travel expenses for Councillors Cameron and Irwin from City Representative travel;
2. Travel expenses for Councillors Austin, Pillai, and Roberts from Councillor-initiated travel; and
3. Per Diem expenses for all councillors from Councillor-initiated travel.

MOVED BY:

SECONDED BY:

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

Activity reports for the month of March 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, April 2, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Irwin – Chair
Deputy Mayor Pillai
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

Your Worship:

The City Planning Committee respectfully submits the following report:

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

An activity report for the month of March 2012 was received from Planning and Development Services.

Issues Arising from the Activity Report

The Committee asked for more information regarding the YESAB application for the next phases of Whistle Bend.

Minutes of the Meeting of the
CITY OPERATIONS COMMITTEE

Monday, April 2, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Irwin – Chair
Councillor Cameron – Vice-Chair
Deputy Mayor Pillai
Councillor Austin
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
Wayne Tuck, Manager of Engineering and Environmental Services
Dave Muir, Manager of Public Works
Shannon Clohosey, Sustainability Projects Manager

Guests: Garrett Gillespie – Boreal Composting

Your Worship:

The City Operations Committee respectfully submits the following report:

1. **Contract Award – Clyde Wann Lift Station Upgrade Installation**

The Clyde Wann Lift Station tender was issued as part of the ongoing Lift Station Wet Well Upgrades Project. The Clyde Wann lift station is near the end of its design life, and the Lift Station Assessment Report recommended replacement with a new packaged lift station with submersible pumps, and an electrical upgrade including a new back-up generator. This contract will provide for the installation of the new lift station, including all piping connections and civil site works. A subsequent contract will be issued later in 2012 for mechanical and electrical upgrades and commissioning of the new station.

The tender package was picked up by 14 companies, and two bids were received. Although the submitted price is above the engineer's estimate, it is reasonable for the proposed work and can be done within the City budget. The low bidder has the expertise and ability to do the work, and has a history of successfully completing similar projects on the City's behalf.

Administration confirmed that this is a Gas Tax project, and once the entire project is completed some funding adjustments will be required to align the funding with the project's accounting. Administration also confirmed that a request for a new backup generator for this facility will be coming forward later in the year.

RECOMMENDATION

That the contract for the Clyde Wann Lift Station Upgrade Project: Lift Station Installation be awarded to 14899 Yukon Inc. (Castle Rock Enterprises) for a net cost of \$288,091.00; and,

That the 2012-2015 Capital Budget be amended by \$376,406 for project 240c02109 funded by Gas Tax to fund the remaining work from 2011.

MOVED BY:
SECONDED BY:

2. Contract Award – Black Street West Reconstruction, Surface Works

A bylaw to authorize local improvement charges for the Black Street West reconstruction project was approved by Council last year. In response to a tender issued for the 2012 surface works portion of the project, two bids were received. The review committee unanimously agreed that the low bidder is familiar with the scope of project and has the knowledge, skill and experience to complete the work.

Administration confirmed that the overall reconstruction project budget includes contingency allowances in the estimates. It was also noted that the City is a net beneficiary of the low bid submissions received, and these are a direct result of increased local marketplace competition.

Administration also confirmed that a Contingency Policy is being developed in conjunction with updating the Contract Administration Manual, and that these projects are in 2012 staff work plans.

RECOMMENDATION

THAT the 2012 Black Street Reconstruction Project – Surface Works Phase 2 be awarded to Skookum Asphalt for a net cost to the City of \$575,448.25

MOVED BY:
SECONDED BY:

3. **Private-Public Partnership Agreement – City Compost Facility**

In 2011, Boreal Composting Enterprises (BCE) submitted a proposal to operate the composting facility at the landfill and produce and market compost in the community. This will reduce the involvement of City staff in the day-to-day operations of the composting facility. BCE's goals are to improve and expand waste diversion opportunities by enhancing the creation of compost products from organic wastes, and improve financial returns by increasing sales of the compost. Council approved the concept of a public-private partnership in February and directed administration to prepare an agreement. The agreement is now being prepared for the City's approval.

Mr. Garrett Gillespie of BCE confirmed that his main role will be to provide production and marketing expertise. He emphasised that it is important to regain and retain contractor confidence in the City's compost product, and this will be one of the primary goals of this partnership.

RECOMMENDATION

THAT administration be authorized to execute a public private partnership agreement with Boreal Composting Enterprises for a two-year pilot project with respect to the operation of the compost facility at the City Landfill for a cost of \$195,000 inclusive of optional services and exclusive of potential revenue.

MOVED BY:
SECONDED BY:

4. **Sustainable Communities Conference** – For Information Only

The theme of this year's Sustainable Communities Conference was "Building the Green Economy", with workshops focusing on revitalizing local economies, creating a strong sense of place, reducing carbon dependence, and finding capital funding for projects.

With over 500 representatives from government and the private sector, the Sustainable Communities Conference is a great opportunity to learn from other municipalities, gather ideas, and network with colleagues from around the country. This year the City sent two representatives.

This year the City of Whitehorse was recognized for completing Milestone four of the Partners for Climate Protection (PCP) Program.

At this year's conference, Shannon Clohosey, Sustainability Projects Manager, gave a presentation on the City's Sustainable Purchasing Program. Whitehorse is viewed as a leader in sustainable purchasing as it is one of few municipalities across the country that has incorporated sustainable purchasing into a Purchasing Policy

Administration confirmed that analysis on the paybacks for the projects the City is undertaking is part of staff's 2012 work plans.

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

Activity reports for the month of March 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 Reports

Administration confirmed that:

- Work is ongoing on the terms of reference for Transit's Advisory and Complaints Resolution Committee, and there is no budget allowance for this at this time.
- The water break in Hillcrest has been addressed.
- The Wellhead Protection report will be coming forward in late summer or early fall.
- The Organizational Review will inform the Building Consolidation Project and will also illuminate the business case for consolidation.

Minutes of the Meeting of the
COMMUNITY SERVICES COMMITTEE

Monday, April 2, 2012
Council Chambers, City Hall

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

Committee Members Absent: Mayor Buckway

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Brian Crist, Director of Operations
Douglas Hnatiuk, Parks and Recreation Services

Guests: Marilyn Wolovik – Whitehorse Planning Group on Homelessness
Keith Lay – Trail Plan Amendments

Your Worship:

The Community Services Committee respectfully submits the following report:

1. **Whitehorse Planning Group on Homelessness** – For Information Only

Marilyn Wolovik and Jennifer Campanolo addressed the Committee to encourage the City to take on the role of being the Community Entity (CE) to administer federal funding for the Homelessness Partnering Strategy. Ms. Wolovik spoke on behalf of the Whitehorse Planning Group on Homelessness and explained that Whitehorse, being a designated community, would administer the fund, but the Community Advisory Committee would still be making the decisions on the groups receiving the funds. The expectation would be that the City would take applications, and also that there would be a reporting function. Ms. Campanolo spoke on behalf of Service Canada to advise that the federal funding for this program would assist with staff funding. The target date is April, 2013. She explained that the reasons why a municipality is the ideal candidate for becoming the community entity include being seen as a leader working on homelessness, the economies of scale that a municipality can bring to bear on such a project, a reduction of timelines in delivering the services versus going through Ottawa, as well as positive federal relations. Ms. Campanolo noted that other agencies have also been approached to become the CE, but the City is seen as the best fit for Whitehorse. Although the term being talked about is two years, it was pointed out that the timeframe is meant to coincide with a community plan. It was alluded that a 3-year renewal at the end of two years is a foreseeable outcome.

The cash management expectations being put on the City depends on the negotiations between prospective CEs and the federal government. A standard agreement was provided in a document package tabled for Council's review.

Administration advised that a report would be drawn up that would explore options and this would be reviewed with Council for further direction. The Committee indicated their intention to follow through with any decision and this would be directed to Whitehorse Planning Group on Homelessness.

2. **Trail Plan Amendments** – For Information Only

Mr. Keith Lay addressed the Committee to encourage more citizen involvement in the current work on the Trail Plan and in developing the maps proposed for the Snowmobile Bylaw. He suggested that persons from the community need to be present on the various committees in addition to stakeholders and special interest groups, with the Trails and Greenways Committee overseeing everything being developed. He presented a document outlining his proposals for membership and roles for the various Committees envisaged in the Trail Plan. Mr. Lay later emailed an updated document for the City's review.

The Committee expressed appreciation for the input of Mr. Lay and the public in general on this important aspect of the Community, and advised that all input will be considered with respect to the Trail Plan amendments being considered.

3. **Festivals and Special Events Fund Recommendations**

An internal committee met in March to review the Festivals and Special Events Fund applications for projects occurring from July to December of 2012. \$25,000.00 is available for cash support in this funding intake. Seven applications were received, six of which were eligible and were rated by the committee using the criteria outlined in the Festivals and Special Events Policy. Recommendations were made for both financial and in-kind support. In-kind requests were looked at critically to ensure they can be accommodated within the regular operating hours of the affected Departments.

Administration confirmed that each application is carefully analyzed and Council Policy determines the grant recommendations that are presented to the Committee.

The Committee asked for more information on the total value-in-kind that the City is providing each year, and on the economic impact of the Adaka Festival on the community.

RECOMMENDATION

THAT Festivals and Special Events Fund grants be approved in the amount of \$25,000.00 in cash grants and \$9,162.50 in value-in-kind grants

<u>Grant Recipient</u>	<u>Cash</u>	<u>In-Kind</u>
Adaka Cultural Festival 2012 Adaka Cultural Festival	\$11,000.00	\$3,300.00
All City Band Society Music for a Winter's Eve	\$500.00	--
Breakdancing Yukon Society CypherFest International Festival	\$6,000.00	--
Royal Canadian Legion Branch 254 Canada Day 2012	\$5,500.00	\$4,811.25
Yukon Educational Theatre Celebration of Harvest 2012	--	\$50.00
Yukon Educational Theatre Winterval	<u>\$ 2,000.00</u>	<u>\$1,001.25</u>
Totals:	\$25,000.00	\$9,162.50

MOVED BY:
SECONDED BY:

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

Activity reports for the month of March 2012 were received from Parks and Recreation and the Transit Department.

Minutes of the Meeting of the
PUBLIC HEALTH AND SAFETY COMMITTEE

Monday, April 2, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Cameron – Chair
Councillor Austin – Vice-Chair
Deputy Mayor Pillai
Councillor Irwin
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 month of March 2012 were received from Bylaw Services and the Fire Department.

Issues Arising from the Activity Reports

The Committee asked for more information on moving the parking meters from the curb to the building face to assist with snow removal. Administration advised a kiosk approach was previously explored, and it may be time to revisit that concept. Administration will undertake a review of parking meter placement as part of staff's 2012 work plan.

Minutes of the Meeting of the
TOURISM & ECONOMIC DEVELOPMENT COMMITTEE

Monday, April 2, 2012
Council Chambers, City Hall

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

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 Tourism and Economic Development Committee respectfully submits the following report:

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

An activity report for the month of March 2012 was received from Tourism and Economic Development.

There being no further business, the meeting adjourned at 10:25 p.m.