

Minutes of the Meeting of the
TOURISM & ECONOMIC DEVELOPMENT COMMITTEE

Monday, May 7, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Austin – Chair
Councillor Stockdale – Vice Chair
Mayor Buckway
Councillor Cameron
Councillor Irwin
Councillor Pillai – Electronic Participation
Councillor Roberts

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 April 2012 was received from Tourism and Economic Development.

Minutes of the Meeting of the
ADMINISTRATIVE SERVICES COMMITTEE

Monday, May 7, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Roberts – Chair
Mayor Buckway
Councillor Austin
Councillor Cameron
Councillor Irwin
Councillor Pillai – Electronic Participation
Councillor Stockdale

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

Guests: Heather Ashthorne – Blood Ties Four Directions

Your Worship:

The Administrative Services Committee respectfully submits the following report:

1. **Re-budgeting Capital Expenditures**

As in previous budget cycles, some capital projects budgeted for the 2011 fiscal year were not initiated or fully completed. The Management Group was asked to review their outstanding capital projects and identify any that required re-budgeting. Reasons for projects not being started or completed during the year include staff, consultant and contractor workload issues, and delays in receiving materials. More projects are being started each year due to the availability of increased funding, and this can sometimes lead to workload issues that contribute to the need to carry funds over into the new budget year. The sequential nature of most capital projects also contributes to re-budgeting requirements. It is anticipated that, if approved, most of the re-budget proposals will be completed in 2012 with seven extending into 2013.

The committee asked for more information on BST plans for this year, and the status of the accessible equipment at the Wellness Centre.

Administration confirmed that:

- Funding for repairing the slumping at the Mount McIntyre Tennis Courts will be used in 2012, but if additional work is required a funding submission will be needed;
- Federal funding is intended for new or catch-up projects outside of the normal capital expenditure program; and
- The priority of projects is determined through the budget process, and essential work is taken into account.

There was some suggestion that penalties may be in order when contractors are not able to complete a project due to their own staff issues.

RECOMMENDATION

THAT the 2012 Capital Budget be amended by re-budgeting 2011 capital expenditures in the amount of \$11,981,175.00 to reflect the 2012 re-budgets:

Organizational Review	\$ 40,000
Selkirk Pump House	2,786,576
Livingstone Trail Lagoon Odour Mitigation	2,303,942
Downtown Reconstruction - Black Street West	277,043
Rural Roads Resurfacing	466,327
Asphaltic Surface Overlay	371,820
Porter Creek Lagoon Remediation	73,326
Raven's Ridge Transit Turnaround	32,881
Selkirk Well Development	130,967
Downtown Reconstruction: Hanson Street West	36,157
Storm Sewer Upgrades	8,352
Intersection Upgrade Alaska HWY & 2 Mile	289,642
2011 Infill Residential Lot Servicing	35,407
1st Ave/Waterfront Underground	41,458
Industrial Rd Reconstruction: Two mile to Quartz	103,770
Lift Station Wet Well Upgrades (Clyde Wann Lift)	376,406
Asphalt Paths	194,915
SCADA	752,384
Waste Heat Recovery CGC	281,676
Sidewalk Upgrades	95,475
Waste Oil Reclamation	96,690
Tangible Capital Assets	35,134
Computer Infrastructure	49,161
Software Acquisition	1,278
Software Licensing Renewals	26,296
ERP Final Phase	155,237
Web Maintenance	9,320
Mobile Sweeper	250,000
Vactor Replacement	415,000
Interpretive signage along river corridor	10,000
Bufflehead Park	16,702
Playground Equipment - 14th Ave & Elm St.	44,524
Lazulite Park	4,800
Paved Trails Resurfacing	60,009
Erosion Control	8,409
Rotary Park Upgrades	90,725
PSB Landscaping	21,683
Security Cameras CGC	14,660

Blinds for Concourse Windows	32,456
Flooring Repairs CGC - Facilities	27,913
Wellness Accessible Equipment CGC - Facilities	7,117
Parking Improvements CGC - Facilities	66,771
Field House Underlay Replacement CGC - Facilities	20,501
Zoning Bylaw Rewrite	8,274
Residential Intensification	78,971
Stevens Quarry Subdivision	36,159
Whistle Bend Next Phases	333,120
Porter Creek Extension (D)	431,360
Shipyards Park Heritage and Landscaping	193,270
Landscaping Strickland and Ogilvie	224,723
Hillcrest Reconstruction Project - Planning	30,000
Landfill Upgrades	145,579
Pump House & Recirculation Stations	74,319
Small Lift Station Upgrades	140,000
Hydrant Infill	36,039
Utility Security Cameras	77,115
Service Card Replacement	9,336
Total Re-Budget	\$11,981,175

MOVED BY:
SECONDED BY:

2. **Request for Donation – Tiny House Project**

Heather Ashthorne addressed the Committee to follow up on her January appearance to request support for the Tiny House project. She reiterated that Blood Ties Four Directions is a not-for-profit support organization providing advocacy and education to people living with HIV/AIDS and those vulnerable to infection. One of the key elements of successful intervention and treatment is adequate housing. The initial Tiny House is now being called the Steve Cardiff House. Once it is completed and in place it can be rented to clients undergoing treatment for Hepatitis C or HIV. While the project has been well supported by the private sector, the provision of water and sewer services as required under the National Building Code and City bylaws needs to be resolved. The request for the donation of a service installation at 305 Hawkins Street is estimated to cost up to \$15,000.00.

Funds to cover the cost of the installation could be transferred from the Water and Sewer Reserve. Not donating the service installation as requested would mean that the project could not be implemented as described, which means that potential benefits to those seeking treatment would not be provided with adequate housing. If Council approves the donation, a development agreement should be required to cover future responsibilities with respect to this new service connection. Administration confirmed that no zoning amendment is required, and there is no requirement for formal public

input on the project. The property owner will be responsible to pay for the services if the tiny house ceases to be on the property; or the services would be removed.

RECOMMENDATION

THAT the installation of a secondary water and sewer service at 305 Hawkins Street be authorized for the Blood Ties Four Directions Steve Cardiff House; and

THAT a grant to Blood Ties Four Directions in an amount not to exceed \$15,000.00, funded from council's donations account, be approved for the purpose of providing water and sewer services to the Tiny House Project at 305 Hawkins Street; and

THAT the donations account budget be increased in the amount of \$15,000.00, funded from the Water and Sewer Reserve; and

THAT the owners of the property at 305 Hawkins Street be required to enter into a development agreement with the City with respect to the future use of the secondary services in the event of Blood Ties Four Directions no longer occupying the site.

MOVED BY:

SECONDED BY:

3. Authorize Travel – Federation of Canadian Municipalities Conference

Council's Expense Policy requires approval by council resolution for all requests for funding of travel expenses or per diem or the reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse. Mayor Buckway and Councillor Stockdale have indicated their intention to attend the Federation of Canadian Municipalities meetings to be held in Saskatoon.

RECOMMENDATION

THAT travel expenses for Mayor Buckway, and travel and per diem expenses from councillor-initiated travel funds for Councillor Stockdale, be authorized for their attendance at the 2012 annual conference of the Federation of Canadian Municipalities to be held in Saskatoon in June.

MOVED BY:

SECONDED BY:

4. Monthly Activity Reports – For Information Only

Activity reports for the month of April 2012 were received from the City Manager, the Director of Administrative Services, and the Financial Services, Human Resources, and Information Systems Departments.

Issues Arising from the Activity Reports

The Committee asked for an update on the issue of the City becoming the Community Entity to administer federal funding for the Homelessness Partnering Strategy.

The Committee noted the positive comments from the community with respect to the City's investment in Mount Sima and the additional attraction that the WildPlay Park will provide for the community.

Minutes of the Meeting of the
CITY PLANNING COMMITTEE
Monday, May 7, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Irwin – Chair
Mayor Buckway
Councillor Austin
Councillor Cameron
Councillor Pillai – Electronic Participation
Councillor Roberts
Councillor Stockdale

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

Your Worship:

The City Planning Committee respectfully submits the following report:

1. **Public Hearing Report –Zoning Amendment, 34 Roundel Road**

The owners of the property at 34 Roundel Road have applied for a zoning amendment to bring a partially completed non-conforming accessory building into compliance. At the public hearing on April 23, two residents spoke in support of the application. Three written submissions were received, all expressing concerns. Issues raised included a concern that the intended use is not as originally specified, that permitting this rezoning would set a precedent for future applications, and that public consultation should have occurred earlier in the process. Additional concerns were expressed about the need for a retaining wall and possible damages to a shared fence.

There was concern that the owners did not intend to use the second floor for storage as originally stated. Following the issuance of a building permit, the intended use for the second storey of the structure changed from storage to a hair dressing salon. The City issued a building permit based on storage and must assume that the intention changed after that time. The Building and Plumbing Bylaw states that it is the responsibility of the developer/homeowner to notify the City with any changes to building plans. This is important as there may be other regulatory requirements that would need to be met. The owners of the subject property did not notify the City.

There was a concern that approving a rezoning application for a non-conforming structure would set a precedent for future applications and would send a message to other residents that circumvention of zoning regulations is possible. Zoning amendment applications are considered by Council on the merits of the individual applications. However, in this case, the homeowners are requesting an amendment to correct a non-

conformance that is the result of their own actions. Approval of this amendment may send a message that it is okay to disregard zoning regulations and apply for an amendment to correct any outstanding issues.

One resident commented that consultation should have occurred at the start of this project, specifically due of the size of the accessory structure. Public consultation is not a requirement of the development permit or building permit process.

Two residents commented that a retaining wall should be constructed in the southwest corner of the lot to prevent further erosion of the adjacent property. The Zoning Bylaw requires site grading to respect the natural contour of the land to the extent possible, minimize the necessity to use retaining walls, and ensure drainage away from buildings and abutting properties. If drainage is considered to be an issue with this development, appropriate grading and/or a retaining wall may be required.

The Zoning Bylaw does not require the construction of fences within any residential zone. Any potential fence reconstruction should be discussed between the affected neighbours.

Administration confirmed that there was no trigger for the City to follow up on the issue because no inspections were called for. It was also confirmed that if the zoning amendment is denied the proponent will have to significantly alter the building to comply with existing regulations. There is no way to estimate the cost of this as it depends entirely on the course the proponents choose to follow.

RECOMMENDATION

THAT Bylaw 2012-17, a bylaw to amend the zoning at 34 Roundel Road to allow for reduced side and rear yard setbacks, be brought forward under the bylaw process and defeated at second reading.

MOVED BY:

SECONDED BY:

2. Monthly Activity Report – For Information Only

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

Issues Arising from the Activity Reports

Administration confirmed that:

- The Building and Plumbing Bylaw adopts the National Building Code but surpasses those minimum requirements in many areas;
- The Whistle Bend YESAB study is on track, with the connector road to the Alaska Highway being studied as part of the next phases of the development; and
- The revenue numbers from the Planning Department are estimated as best as possible on a conservative basis while accounting for land releases.

Minutes of the Meeting of the
CITY OPERATIONS COMMITTEE

Monday, May 7, 2012
Council Chambers, City Hall

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

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

Your Worship:

The City Operations Committee respectfully submits the following report:

1. **Contract Extension – Landfill Operations Contracts**

The landfill operational contracts have been in place since 2005 and will expire June 30, 2012. There are four separate contracts, one each for landfill operations, gate-keeping operations, recycling operations, and the transfer station. These contracts were set for a five year term, with renewal subject to agreement by both the City and the companies. In 2010 the contracts were extended for a two year term due to a number of initiatives that could have impacted the scope of the work. Unfortunately, not all of the work has been completed to date.

The current Landfill permit issued by Environment will expire in 2012, requiring updates to the Solid Waste Management Plan. In addition the City will be working on finalizing our Solid Waste Action Plan. Both plans are expected to be completed by the end of this year, which could result in changes to landfill operations. Changes that are being considered over the next couple of years offer a number of unknowns which would make estimating the cost of providing the tender service difficult. They could also result in higher tender prices as the contractors have to estimate the risk involved with these unknown changes. Further, any significant changes in the scope of work being provided could result in the need to negotiate new change orders and additional costs

All of the current contractors are performing well in their services. Meetings were held and all were in agreement to carry on their services under the same contract conditions for an extended two year period. The current contract agreements allows for CPI to be applied every year of the contract on July 1st. These contract extensions do not increase the City's O & M budget beyond what is currently in place.

Administration confirmed that all contractors are performing satisfactorily and the extensions are not being requested to address deficiencies. The new contracts being contemplated in the future will be different types of contracts to account for increased waste diversion and other solid waste management initiatives.

RECOMMENDATION

THAT the existing landfill operational contracts with Arctic Backhoe, Raven Recycling and General Waste Management be extended for an additional two year period ending June 30, 2014, with all other terms and conditions of the original contracts remaining unchanged.

MOVED BY:
SECONDED BY:

2. Contact Award – Road Maintenance Supplies

The approved 2012 operating budget includes funds for the supply of sand and salt for winter road maintenance. Two companies picked up the tender package for the supply of sand, and four companies picked up the tender package for the supply of winter road salt. For each tender, only one bid was submitted. In each case, the sole bidder met specifications and the submitted price was within budget, including tax and contingency. The award of these contracts provides the Public Works Department with the materials necessary for road maintenance tasks.

RECOMMENDATION

THAT the contract for the supply of 10mm crushed sand be awarded to Skookum Asphalt Ltd. In the amount of \$105,577.00; and

THAT the contract for the supply of winter road salt be awarded to Canadian Lynden Transport Corporation in the amount of \$125,850.00.

MOVED BY:
SECONDED BY:

3. Contract Award – Supply of Pickup Trucks

In accordance with the Equipment Replacement Policy, the approved capital budget for 2012 includes funds for the purchase of two replacement one-ton units, one unit complete with service body and the second complete with dump box. Both units being replaced will be disposed of through the Equipment Disposal process. In response to the tender issued, two bids were received. The low bidder met the tender specifications and included listed options. The award of the tender, including options, to Whitehorse

Motors will provide Public Works with the necessary equipment to carry out their departmental mandates in the provision of public services.

RECOMMENDATION

THAT the contract for the supply of two new one-ton trucks, complete as per tender specifications, including options, be awarded to Whitehorse Motors for a net cost of \$135,929.00; and

THAT the capital budget for Project #320c00110 be increased in the amount of \$5,929.00, funded from the Equipment Reserve for a budget total of \$135,929.00.

MOVED BY:

SECONDED BY:

4. **Contract Award – Pickup Trucks**

The approved 2012 capital budget includes funds for the purchase of four replacement pickup trucks, one for Bylaw Services and three for Public Works. Units being replaced will be disposed of through the Equipment Disposal process. Replacements are based on the Equipment Replacement Policy. Three companies submitted bids in response to the tender issued. The low bidder met all tender specifications, including listed options.

RECOMMENDATION

THAT the contract for the supply of four new pickup trucks, including listed options and complete as per tender specifications, be awarded to Whitehorse Motors for a net cost of \$141,046.00

MOVED BY:

SECONDED BY:

5. **Contract Award – Energy Audit**

In order to reduce greenhouse gas emissions and save energy costs, the City of Whitehorse released a Request for Proposals for Energy Assessments for City Facilities. The RFP requested preliminary, benchmarking audits to be completed on 24 City facilities, with more detailed, technical audits to be completed on a smaller number of targeted City facilities. The final deliverable would include a list of actionable recommendations for energy retrofits and/or upgrades to reduce energy consumption, and/or energy management changes. The culmination of these analyses would be a comprehensive Energy Plan for corporate operations. This project is funded by the Yukon Energy Corporation and Federal Gas Tax. Four proposals were received, two of which did not pass the technical evaluation. The evaluation committee collectively agreed that the ICF Marbek proposal was superior in that it demonstrated the strongest expertise in energy

audits and management and therefore will provide the City with a thorough and comprehensive product.

Administration confirmed that there will be an evaluation of 24 buildings, five of which will be studied less extensively as they are expected to be replaced in the future.

The Committee asked for more information on the payback on the energy work being done at the Canada Games Centre.

The Committee was advised that the City of Whitehorse received a Sustainability Award from Yukon Energy at the Association of Yukon Communities Annual General Meeting held last weekend.

RECOMMENDATION

THAT the contract for Energy Assessments and Analysis of City Facilities be awarded to ICF Marbek for a cost to the City of \$100,000.

MOVED BY:
SECONDED BY:

6. Monthly Activity Reports – For Information Only

Activity reports for the month of April 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

The Committee asked for more details on the currently approved Building Canada projects.

7. Disposal of City Equipment – For Information Only

The Committee noted that other Yukon municipalities have expressed interest in some of the surplus equipment that the City is disposing of as part of the equipment replacement policy. Administration explained that the disposal of surplus equipment is guided by policy and is a public process. The suggestion was made that communities interested in getting information about equipment disposals could check the “notify” box on the City’s website to receive information on availability in a timely manner.

Minutes of the Meeting of the
COMMUNITY SERVICES COMMITTEE

Monday, May 7, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Stockdale – Chair
Councillor Roberts – Vice Chair
Mayor Buckway
Councillor Austin
Councillor Cameron
Councillor Irwin
Councillor Pillai – Electronic Participation

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

Guests: Steve Robertson – Hunger Awareness Week

Your Worship:

The Community Services Committee respectfully submits the following report:

1. **Hunger Awareness Week** – For Information Only

Steve Robertson, representing the Whitehorse Food Bank, addressed the Committee to provide an update on the activities of the local food bank and raise awareness of hunger issues and the ongoing need for food bank services. He noted that the theme for this year's Hunger Awareness Week is "Give it up for Hunger", and encouraged Whitehorse citizens to skip a meal during this week of awareness and to help make a positive impact on the issue of hunger across the country. The Committee commended the initiative and the volunteers at the local food bank for their dedication, and advised that they would forgo lunch at Wednesday's noon meeting and donate the funds that would have been spent to the food bank.

2. **Handy Bus Policy**

The Handy Bus provides public transportation to individuals who meet the eligibility criteria and have a permanent or temporary physical, mental and/or medical condition that prevents them from using the conventional public transit system. The objective of the Handy Bus Policy is to provide a safe, reliable and cost efficient transportation service for persons who cannot use the conventional system. The Policy was last amended in 2004. Since then the conventional transit service has become 100% accessible, allowing more people with accessibility issues a means to utilize the regular

transit system. As a result, the City is now in a position to utilize the Handy Bus service more strategically for persons with disabilities that are otherwise unable to use the conventional system. Additionally, as a result of a Human Rights settlement agreement, the City agreed to 11 conditions that would improve Handy Bus operations. Most of these conditions have been met, and are reflected in the updated Policy.

RECOMMENDATION

THAT the Handy Bus policy dated May 2012 be adopted as presented.

MOVED BY:
SECONDED BY:

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

Activity reports for the month of April 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 revenue figures from indoor facilities, and also requested an analysis of trends and information on strategies for membership sales.

The Committee commended the Transit Department on the excellent performance in ridership and revenues with the new system, and also commended the new pilot project with the Department of Education.

4. **New Business** – For Information Only

Mayor Buckway acknowledged receipt of a letter from Tennis Yukon thanking the City of Whitehorse for services and assistance that facilitate the activities of the club at the Mount McIntyre Recreation Centre.

The Committee asked for more information about the public's access to the tennis courts and noted that the fees have gone up significantly since the Tennis Club took over operations. Administration confirmed that the public does have access to the courts, but Tennis Yukon is now responsible for maintaining the courts and the new fees are there to off-set the costs.

The Committee asked for information on the impact of beaver activities along the Millennium Trail

Minutes of the Meeting of the
PUBLIC HEALTH AND SAFETY COMMITTEE
Monday, May 7, 2012
Council Chambers, City Hall

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

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. **2013 Capital Funds for Pumper Replacement**

The Capital Budget for 2013 includes funding for a Fire Department Pumper. Pumpers are replaced based on age and condition. The normal time frame for receipt of a completed pumper is usually nine to twelve months from time of awarding the tender. With the time needed to send out requests for a proposal for design and supply of the pumper, together with the time required to manufacturer the apparatus, the total time will be in excess of one year. Starting the process in 2012 and awarding the tender late in the year should allow delivery of a new pumper in 2013. The award of the tender does not usually require any payment on initial award, although payments may be requested as the work progresses. This request is for Council to pre-approve a 2013 Capital project of \$625,000 for Fire Pumper replacement to enable the request for proposals and award the tender by late 2012 in order to receive the pumper in 2013.

In response to a suggestion that the 20-year life for fire-fighting equipment might be low compared to a community where such equipment sees more use, administration confirmed that equipment also depreciates with lack of use. It was also confirmed that there are standards in place that govern how many fire-fighters and how much equipment is required to properly address fire-fighting capability.

Administration noted that YG is going to be studying how assistance can be provided in terms of equipment acquisition. Discussions will take place with all the communities, including the City of Whitehorse.

RECOMMENDATION

THAT a 2013 Capital project in the amount of \$625,000.00 be pre-approved for replacement of a Fire Pumper

MOVED BY:
SECONDED BY:

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

Activity reports for the month of April 2012 were received from Bylaw Services and the Fire Department.

Issues Arising from the Activity Reports

The Committee asked for more information on the types of ticketing taking place with respect to trail enforcement.

3. **New Business** – For Information Only

Administration confirmed that the City is actively working with the Government of Yukon to find facilities to store equipment for the Search and Rescue organization.

There being no further business, the meeting adjourned at 9:45 p.m.