



**Minutes of the meeting of the
Tourism and Economic Development Committee**

Date: July 3, 2012

Location: Council Chambers, City Hall

Present: Councillor Austin – Chair
Councillor Stockdale – Vice-Chair
Mayor Buckway
Councillor Irwin
Councillor Pillai
Councillor Roberts

Absent: Councillor Cameron

Staff Present: Valerie Anderson, Acting City Manager
Mike Gau, Acting Director of Operations
Norma Felker, Assistant City Clerk

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 months of May and June 2012 was received from Tourism and Economic Development Services.

Issues Arising from the Activity Report

The Committee thanked the Tourism Supervisor for all the hard work done with special projects over the past few weeks. The Go Media event, the Canada-France exchange, the opening of the Yukon River Quest and the Adäka Cultural Festival were specifically noted. The Committee also commended the support provided to these events by other City departments.



**Minutes of the meeting of the
Administrative Services Committee**

Date: July 3, 2012
Location: Council Chambers, City Hall
Present: Councillor Roberts – Chair
Councillor Pillai – Vice-Chair
Mayor Buckway
Councillor Austin
Councillor Irwin
Councillor Stockdale
Absent: Councillor Cameron
Staff Present: Valerie Anderson, Acting City Manager
Mike Gau, Acting Director of Operations
Norma Felker, Assistant City Clerk

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

1. **Authorize Council Travel - Canadian Capital Cities Conference**

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. Councillor Austin has indicated his intention to attend the Canadian Capital Cities Organization Conference to be held in Edmonton, Alberta in August

The Committee asked for a discussion of the meetings that will be attended as part of City representative travel.

ADMINISTRATIVE RECOMMENDATION

THAT travel expenses from council representative travel and per diem expenses from councillor-initiated travel be authorized for Councillor Austin to attend the 2012 Canadian Capital Cities Organization Conference to be held in Edmonton, Alberta in August.

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

Activity reports for the months of May and June 2012 were received from the Director of Administrative Services, and the Financial Services, Human Resources, Information Systems and Public Relations Departments.

Issues Arising from the Activity Reports

Administration confirmed that

- the Director has committed to providing the figures from the Arctic Winter Games
- the Employee Life-cycle System captures a series of steps and support services for the complete cycle of an employee from recruitment to termination or retirement.
- the photo contest referenced is with respect to selecting a photo for the cover of the new Leisure Guide.
- the term position for e-pay statements is part of the existing budget for Financial Services

The Committee asked for additional information on the webpage statistics and the implementation of web streaming technology.

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

The Committee advised that a new City Manager has been hired. Mr. Stan Westby from Powell River B.C. will be starting on August 13.

Cam Kos asked if the advertising of council and committee agendas and zoning amendments, including maps, will come back to the local newspapers after the summer is over. Administration advised that information regarding zoning amendments and other bylaws are posted on the City's website on the morning following their initial presentation at a Standing Committee meeting. It was explained that this in effect gives the public access to the information more quickly than it was previously available. The change to the City's advertising policies was mandated by Council in response to research done on how most citizens are accessing City information.

Robert Wells also asked when the information regarding agendas and zoning changes is available to the public. Administration advised that the agenda for the upcoming council or committee meeting is routinely posted by noon on the Friday before the meeting.



Minutes of the meeting of the City Planning Committee

Date: July 3, 2012

Location: Council Chambers, City Hall

Present: Councillor Pillai – Chair
Councillor Irwin – Vice Chair
Mayor Buckway
Councillor Austin
Councillor Roberts
Councillor Stockdale

Absent: Councillor Cameron

Staff Present: Valerie Anderson, Acting City Manager
Mike Gau, Acting Director of Operations
Shannon Clohosey, Sustainability Projects Manager
Dave Pruden, Manager of Bylaw Services
Mike Ellis, Planner
Norma Felker, Assistant City Clerk

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

1. **Public Input Report - Amendments to Building and Plumbing Bylaw**

This May administration brought forward amendments to the Building and Plumbing Bylaw that proposed improvements with respect to energy standards, water conservation, improving inspections and the labelling of buildings. Following first reading a one-month public input session was initiated. Two delegates expressed support for the amendments and urged the City to progress to even stronger measures. In addition, seven written submissions were received that addressed a variety of concerns including the issue of affordable housing. It was suggested that an incentive program for home builders who go beyond the R-2000 standard would be more beneficial than making increased standards compulsory. Administration advised that the potential cost savings associated with the new standards should be factored into the initial cost of a home, and that the proposed increase to an EnerGuide 82 rating will close some of the current loopholes in the system. There was support for lifting the moratorium on modular homes and a suggestion that the moratorium should also be lifted for mobile homes.

Administration is recommending that the bylaw proceed through the bylaw process with the addition of a clarification to the provisions for external chimneys.

The Committee asked for clarification on the difference between minimum thermal insulation values and the EnerGuide requirements. These changes are being brought forward in response to changes in technology and the City's commitment to sustainable building.

For someone who purchases a home once these amendments have been passed, it will mean an increase in cost for the triple-pane windows and labelling. It was suggested that Yukon Energy and Yukon Electric should be approached with respect to assisting with the costs associated with these amendments.

Administration confirmed that staff will explore the possibilities of implementing an education campaign to advise homeowners about the labelling program.

ADMINISTRATIVE RECOMMENDATION

THAT Bylaw 2012-28, a bylaw to amend the Building and Plumbing Bylaw, be brought forward for second and third reading under the bylaw process; and

THAT the bylaw be amended at second reading to provide clarification with respect to chimneys.

2. Public Hearing Report - 2012 Zoning Bylaw

At the public hearing for the 2012 Zoning Bylaw, five people spoke to the bylaw and 37 written submissions were received. Some issues were raised that administration believes merit amendment of the bylaw. These include revisions to the garden suite provisions, caretaker residences, building height and setback regulations, industrial area uses and regulations, mineral exploration, environmental protection and greenbelt zoning, landscaping requirements, agriculture zones, and digital signage. In addition, there were many minor mapping changes identified for amendment. A number of minor housekeeping amendments are also recommended to provide clarity and ease of use.

Additional issues were raised regarding multiple family housing in the Residential Downtown zone, subdivision of country residential lots, development near the downtown escarpment, parking, and the bylaw process. None of these issues are supported as amendments to the bylaw. Multiple-family development in the downtown zone has been the subject of extensive consultation, and no additional changes are recommended at this time.

General support was expressed for the new bylaw and the measures it puts in place to support energy-efficient buildings and increased density throughout the City. The Committee commended the Planning and Development Services Department on the work done on this bylaw.

ADMINISTRATIVE RECOMMENDATION

THAT Bylaw 2012-20, a bylaw to adopt the 2012 Zoning Bylaw, be brought forward for due consideration of second and third reading under the bylaw process; and

THAT the 2012 Zoning Bylaw be amended at second reading in accordance with the administrative recommendations detailed in the Administrative Report dated July 3, 2012.

3. Public Input Report - Amendments to Animal Control Bylaw

Amendments to the Animal Control Bylaw were brought forward in conjunction with the 2012 Zoning Bylaw. The proposed amendments deal specifically with the keeping of chickens in urban residential zones, and include requirements for a permit to keep hens and to obtain the consent of neighbours. In addition to four delegates, 11 submissions were received. While some citizens felt that the regulations and permitting process are heavy-handed, others suggested that they don't go far enough in protecting adjacent property owners. There was also a suggestion that permit holders should have to re-apply annually. One delegate stated the opinion that roosters should be banned in all neighbourhoods.

Administration is recommending that the bylaw proceed through the bylaw process with two minor changes. It is recommended that hens and roosters be added to the nuisance animal provisions of the Animal Control Bylaw, and that the requirement that hens be at least four months old be amended to allow for the purchase of young chicks as long as no permit holder keeps a chick that becomes a rooster.

As with other bylaws under recent discussion, opinion on the issue of urban chickens is very polarized. While some agree with allowing chickens with a high degree of regulation, others suggest that such regulation is unnecessary. Still another group feels that there is no place for chickens in an urban environment.

A Committee member noted that there has not been a clear message regarding the issue of allowing urban chickens. It was suggested that the question of whether the public wants to allow urban chickens should be placed on a ballot at the time of the election this year. The committee discussed the fact that the bylaw could be amended at a future date if the community at large determines that these new provisions are not working.

ADMINISTRATIVE RECOMMENDATION

THAT Bylaw 2012-29, a bylaw to amend the Animal Control Bylaw, be brought forward for due consideration of second and third reading under the bylaw process; and

THAT Bylaw 2012-29 be amended at second reading to add hens and roosters to the nuisance animal provisions; and

THAT Bylaw 2012-29 be further amended to allow for chicks under the age of four months to be purchased, provided that chicks that become roosters are not permitted.

4. **Public Hearing Report - Zoning Amendment (600 Drury Street)**

The owner of 600 Drury Street in the Downtown area has applied to rezone the property to allow for the development of a 12-unit rental apartment building. The requested amendment is consistent with the 2012 Zoning Bylaw and the Downtown South Master Plan. At the public hearing with respect to this application, no one appeared to speak to the bylaw and no written submissions were received. The proposed zoning complies with the Official Community Plan. Issues with respect to escarpment hazards and servicing would be dealt with as part of the development permit process.

A committee member suggested that the City should not have the responsibility for putting protective measures in place for privately-owned property. Administration explained that protective measures such as berms need to be located in areas of maximum effectiveness which are often not on private property, and it is very difficult to require a private property owner to maintain a mitigation measure that is not on his property.

Administration confirmed that discussions are ongoing with respect to the status of Drury Street, and advised that the potential sale of an adjacent parcel of land is a separate issue that is not connected with the rezoning process. However, all land sales come before Council for a decision under the bylaw process.

The Committee asked for assurances that the proposed apartment building will continue as rental space before the issue of possible development incentives is brought forward with respect to this property.

ADMINISTRATIVE RECOMMENDATION

THAT Bylaw 2012-25, a bylaw to change the zoning at 600 Drury Street in the Downtown area to allow for the development of a rental apartment building, be brought forward for second and third reading under the bylaw process.

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

Activity reports for the months of May and June 2012 were received from the Planning and Development Services Department.



Minutes of the meeting of the City Operations Committee

- Date:** July 3, 2012
- Location:** Council Chambers, City Hall
- Present:** Councillor Irwin – Chair
Mayor Buckway
Councillor Austin
Councillor Pillai
Councillor Stockdale
- Absent:** Councillor Cameron
- Staff Present:** Valerie Anderson, Acting City Manager
Mike Gau, Acting Director of Operations
Wayne Tuck, Manager of Engineering and Environmental Services
Norma Felker, Assistant City Clerk

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

1. **Water and Sewer Services in Marwell** – For Information Only

Mr. Terry Horsman addressed the Committee to speak to the upgrades to the water and sewer systems in the Marwell area. He advised that his business is located at the end of the road and is the only facility on that road that will not be receiving upgrades in the current reconstruction project. He noted that the property owner behind him has opted out of the process, but that there is a possibility for future growth in the area. Mr. Horsman suggested that completing the current project and paving the road without putting in sewer service for his section would be completely inefficient. He asked Council to look at options to facilitate upgrades for his property.

2. **Contract Award – 2012 Test Well and Pilot Hole Program**

The development of new water wells is part of the City's overall Groundwater Well Development plan. In order to provide additional well capacity to meet future needs and to provide backup to the existing wells, additional wells need to be brought online. Funds were provided in the 2012 capital budget for the drilling of a test well and pilot hole to determine the location and size of the well screen for a new production well scheduled to be drilled in 2013. Six companies picked up the tender package for this project but only one bid was received. The sole bidder has the skills and experience to complete the project and the tender price is reasonable given the type of work being done and the specialized equipment required.

ADMINISTRATIVE RECOMMENDATION

THAT the contract for the 2012 Test Well and Pilot Hole Project be awarded to Boart Longyear Canada in the amount of \$122,178.06.

3. Contract Award – Marwell East Reconstruction – Surface Works Phase 3

The Surface Works Phase 3 contract is the third of three contracts to be issued in 2012 to complete the upgrading of Marwell East. Three companies picked up the tender package for this project, and two bids were received. The low bidder is familiar with the scope of the work and has the skills and experience to complete the project. A \$40,000.00 contingency is included in the bid price.

The Committee asked for discussion regarding using available funds to address issues such as providing full services connections in areas like Calcite Road.

ADMINISTRATIVE RECOMMENDATION

THAT the Surface Works Phase 3 contract as part of the 2012 Marwell East Reconstruction Project be awarded to Skookum Asphalt Ltd. for a net cost to the City of \$644,968.00.

4. Contract Award - Supply of One-Ton Truck

The approved capital budget for 2012 includes funds for the purchase of a one-ton unit complete with service body and aerial lift. This is a replacement unit based on the equipment replacement policy, and the replaced unit will be disposed of in accordance with the equipment disposal process. In response to the tender issued, only one bid was received. The sole bid meets all tender specifications including listed options.

ADMINISTRATIVE RECOMMENDATION

THAT the contract for the supply of one new one-ton truck, complete with service body and aerial lift as per tender specifications including options, be awarded to Whitehorse Motors for a net cost to the City of \$135,499.00.

5. Contract Award - Supply of Water Truck

The approved capital budget for 2012 includes funds for the purchase of a single-axle water truck complete with tank and accessories. This water truck is a replacement unit in accordance with the equipment replacement policy, and the unit being replaced will be disposed of through the equipment disposal process. In response to the tender issued, only one bid was received. The sole bid meets all tender specifications including listed options.

ADMINISTRATIVE RECOMMENDATION

THAT the contract for the supply of one single-axle water truck, complete with tank and accessories as per tender specifications, be awarded to Inland Kenworth Parker Pacific for a net cost to the City of \$197,238.00.

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

Activity Reports for the months of May and June 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 advised that the Whistle Bend project is on pace for a land lottery this fall. However, the Yukon Government has the lead on this project, and will be making any announcements with respect to this development.



Minutes of the meeting of the Community Services Committee

Date: July 3, 2012

Location: Council Chambers, City Hall

Present: Councillor Stockdale – Chair
Councillor Roberts – Vice-Chair
Mayor Buckway
Councillor Austin
Councillor Irwin
Councillor Pillai

Absent: Councillor Cameron

Staff Present: Valerie Anderson, Acting City Manager
Mike Gau, Acting Director of Operations
Norma Felker, Assistant City Clerk

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

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

Activity Reports for the months of May and June 2012 were received from Parks and Recreation, Indoor Facilities, and Transit Services.

Issues Arising from the Activity Reports

Administration confirmed that funds from Development Cost Charges have been used for the development of a playground in Takhini South.

The Committee asked for additional information on camp programming utilizing the Mount Sima facilities and on the Yukon Education pass program for Transit.

A Committee member asked for discussions this fall with respect to possible expansion of the transit service into evening hours.



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

Date: July 3, 2012
Location: Council Chambers, City Hall
Present: Councillor Austin – Chair
Mayor Buckway
Councillor Irwin
Councillor Pillai
Councillor Roberts
Councillor Stockdale
Absent: Councillor Cameron
Staff Present: Valerie Anderson, Acting City Manager
Mike Gau, Acting Director of Operations
Norma Felker, Assistant City Clerk

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 May and June 2012 were received from Bylaw Services and the Fire Department.

There being no further business, the meeting adjourned at 9:55 p.m.