



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

**Date:** August 21, 2012

**Location:** Council Chambers, City Hall

**Present:** Councillor Dave Austin – Chair  
Councillor Dave Stockdale – Vice Chair  
Mayor Bev Buckway  
Councillor Betty Irwin  
Councillor Ranj Pillai  
Councillor Florence Roberts

**Absent:** Councillor Kirk Cameron

**Staff Present:** City Manager Stan Westby  
Director of Administrative Services Robert Fendrick  
Linda Rapp, Acting Director of Operations

Your Worship, the Tourism and Economic Development Committee respectfully submits the following report:

1. **Convention Bureau Update - For Information Only**

Heather McIntyre, President, and Alida Munro, Manager of the Yukon Convention Bureau, provided the Committee with an update on the activities of the Bureau during the past year. They thanked Council for providing City funding for the Bureau, and commended the tourism support services and assistance provided by the City's Tourism Coordinator. They advised that the Bureau has compared Whitehorse to other jurisdictions of the same nature and noted that the community's hotel occupancy rate is very high due to the efforts of the City and the tourism industry. They encouraged the City's ongoing participation in building the industry. Ms. McIntyre indicated that the convention business is active and growing in the Whitehorse area with facilitation from the Yukon Government, and noted that a larger convention centre with on-site hotel rooms would attract larger conventions to the City.

The Committee commended the Bureau for its activities and ongoing liaison with the City

## 2. **Heritage Fund Application – Museum Collective**

Three Whitehorse museums are working collectively to improve operations. This joint approach allows for the sharing of resources, capacity and vision among the museums while broadening local non-profit interaction. The joint project will serve as a national example of small museum collaboration at the 2013 Canadian Museums Association National Conference that will be hosted next year in Whitehorse. The museum collective has applied to the Heritage Fund for assistance in presenting a thirteen-day workshop geared at strategic planning and policy development. The goal of the workshop is to create a five-year strategic plan, a collections policy and a collections plan for each museum.

The Heritage Fund is governed by bylaw, and the application does not precisely meet the bylaw's guidelines. However, Council may wish to consider the appropriateness of funding strategic planning and policy development as part of the "other services as specified by Council" provisions of the bylaw.

Administration confirmed that the collective has not applied for other funding from the City, but that there may be other grant funds that are a better fit with their criteria.

### **RECOMMENDATION**

THAT the request for funding for a strategic planning workshop for the Old Log Church Museum, the Yukon Transportation Museum and the Copperbelt Railway and Mining Museum be denied.



## Minutes of the meeting of the Administrative Services Committee

**Date:** August 21, 2012

**Location:** Council Chambers, City Hall

**Present:** Councillor Florence Roberts – Chair  
Councillor Ranj Pillai – Vice Chair  
Mayor Bev Buckway  
Councillor Dave Austin  
Councillor Betty Irwin  
Councillor Dave Stockdale

**Absent:** Councillor Kirk Cameron

**Staff Present:** City Manager Stan Westby  
Director of Administrative Services Robert Fendrick  
Linda Rapp, Acting Director of Operations  
Barbara Walker, Manager of Human Resources  
Valerie Anderson, Manager of Financial Services

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

### 1. **Organizational Review**

In 2011 Council authorized funds to conduct a thorough examination of the City's structure with the purpose of creating a roadmap for change. The object is to create an operation that is more effective, efficient, customer-focussed, and aligned with corporate strategic priorities. Following a review that involved extensive participation by Council as well as staff at all levels of the organization, the final report identifies a significant number of challenges and includes recommendations to be implemented over a three year period. The end result will be the provision of more efficient and high level services to Whitehorse citizens.

The Committee commended the process used to conduct the review and expressed support for implementing the recommendations.

Administration confirmed that frequently asked questions regarding the review will be updated weekly and available for public review. Anyone who wishes to comment may do so by using the drop boxes located at all City public facilities.

## **RECOMMENDATION**

THAT the 2012 Organizational Review Final report be adopted in its entirety.

### **2. City Manager Bylaw**

The appointment of a chief administrative officer is a legislated requirement under the *Municipal Act*. The new City Manager was appointed by Council pursuant to the terms of the City Manager Bylaw currently in effect. The bylaw needs to be updated to appoint the new manager and add clarity to some of the basic provisions of the bylaw. Changes to the bylaw, including attendance at meetings, salary, and professional development, were approved by the hiring committee and a majority of Council prior to a Letter of Offer being issued.

Administration confirmed that the City has used the "City Manager" title for its chief administrative officer for many years, and the definition section of the bylaw clarifies the variations that may be used in other bylaws and regulations to refer to the position.

## **RECOMMENDATION**

THAT Bylaw 2012-38, a bylaw to establish the position of City Manager, provide for the appointment of the incumbent, and delegate certain administrative powers to the position, be brought forward for due consideration under the bylaw process.

### **3. Quarterly Variance Report – 2nd Quarter**

The Finance Department has reviewed departmental operating projections submitted from the management team and provided a forecast of operating results to the end of the year. At present, the second quarter variance report and projections to December 31, 2012 reveal that the City will be at or near budget at year end. Budget amendments with respect to six separate categories are recommended to ensure a balanced budget at year end.

## **RECOMMENDATION**

THAT the following budget amendments be authorized:

1. Capital Fund – reduce or increase the balance of the following projects with \$89,770.00 in funding remaining in the Capital Fund:

• 300c00109 Computer Infrastructure	\$6,339
• 300c00111 Software Licensing	\$5,704
• 300c00112 Security Cameras	\$(2,500)
• 320c00711 Cooling Tower Replacement	\$(5,313)
• 320c00811 Fuel Tank Removal	\$(19,000)
• 320c01812 PSB LAN A/C Units	\$(50,000)
• 440c00510 Training Centre Improvements	\$(25,000)

2. Equipment Reserve – cancel the balance of the following projects with \$84,831 in funding remaining in the Equipment Reserve:
  - 320c00912 ATV Utilities \$(2,380)
  - 320c01209 Mobile Sweeper \$(2,451)
  - 320c03810 Public Works Pot Hole Patcher \$(80,000)
  
3. General Reserve – reduce the balance of the following projects with \$202,741 in funding remaining in the General Reserve:
  - 740c00710 Whitehorse Copper Subdivision Park \$7,000
  - 750c01810 Field House Underlay \$5,259
  - 320c01712 Environmental Assessments \$(100,000)
  - 740c01009 Erosion Control \$(20,000)
  - 740c05210 Phase 3 Landscaping CGC \$(70,000)
  - 740c05310 Downtown Street Upgrades \$(25,000)
  
4. Building Replacement Reserve – increase the funding by \$3,317 on the following project funded from the Building Replacement Reserve:
  - 740c05410 PSB Landscaping \$3,317
  
5. Other Contributions – increase the funding by \$295,000 on the following projects, funded from Other Contributions , specifically insurance proceeds:
  - 750c01611 CGC Fire Restoration \$140,000
  - 750c01711 CGC Fire 2 \$65,000
  - 500c00212 Landfill Fire Restoration \$90,000
  
6. Environmental Protection Reserve – cancel the balance of the following project with \$7,409 remaining in the Environmental Protection Reserve:
  - 740c01009 Erosion Control \$(7,409)

4. **Authorize Mayor’s Travel – FCM Infrastructure Planning**

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. The Federation of Canadian Municipalities has invited Mayor Buckway to participate in their long term infrastructure planning meetings to be held in Regina this September.

**RECOMMENDATION**

THAT travel expenses be authorized for Mayor Buckway to attend the Federation of Canadian Municipalities Long Term Infrastructure Planning meetings to be held in Regina, Saskatchewan in September, 2012.

5. **New Business**

Administration was commended for the City’s quick response to the report of a vandalism incident over the long weekend.

Cam Kos commended the six lots coming on to the market, and advised that the City's website still does not have phone numbers that are easily searchable. He also reiterated the need for one general phone number that citizens can call and be properly directed to the person or service they require. Mr. Kos also noted that a sign posted on Quartz Road has lettering too small to be legible to passing traffic, so that it is actually creating a traffic hazard. He encouraged the prompt replacement of the sign and also suggested that the information from the sign be posted on the City website.



## Minutes of the meeting of the City Planning Committee

**Date:** August 21, 2012

**Location:** Council Chambers, City Hall

**Present:** Councillor Ranj Pillai – Chair  
Councillor Betty Irwin – Vice Chair  
Mayor Bev Buckway  
Councillor Dave Austin  
Councillor Florence Roberts  
Councillor Dave Stockdale

**Absent:** Councillor Kirk Cameron

**Staff Present:** City Manager Stan Westby  
Director of Administrative Services Robert Fendrick  
Linda Rapp, Acting Director of Operations

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

1. **New Crestview Development - For Information Only**

Mr. Bob Darling addressed Council to advise that his company is getting ready to develop a new, smaller parcel in the Crestview area that will see six new lots released in the immediate future. He explained that he was present just to advise Council of the project and to answer any questions that may arise. Mr. Darling noted that City staff have been cooperative and courteous in all his dealings with them regarding his land development projects, and thanked the City and Council for their ongoing support.

The Committee thanked Mr. Darling for keeping Council advised about his various projects and noted that private development is welcome in the community.

2. **New Business**

The Committee asked for information on when the Crestview paved trail will be completed, as the current gap is creating a hazard by forcing people onto the roadway.



## Minutes of the meeting of the City Operations Committee

**Date:** August 21, 2012

**Location:** Council Chambers, City Hall

**Present:** Councillor Betty Irwin – Chair  
Mayor Bev Buckway  
Councillor Dave Austin  
Councillor Ranj Pillai  
Councillor Florence Roberts  
Councillor Dave Stockdale

**Absent:** Councillor Kirk Cameron

**Staff Present:** City Manager Stan Westby  
Director of Administrative Services Robert Fendrick  
Linda Rapp, Acting Director of Operations

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

### **1. Contract Award - 2012 Well 4N**

The development of a new high-production well is a vital component for ensuring adequate capacity for the municipal water supply. The 2012 capital budget includes funds for the commissioning of Well 4N. Four companies picked up the tender package for the project, and one bid was received. The tender review committee unanimously agreed that the sole bidder is familiar with the scope of the work and has the knowledge and experience to complete the project.

The Committee asked for more information on the Contingency allowed for in this contract.

### **RECOMMENDATION**

THAT the contract for the 2012 Well 4N Project be awarded to Arcrite Northern for a net cost to the City of \$319,319.55.



## Minutes of the meeting of the Community Services Committee

**Date:** August 21, 2012

**Location:** Council Chambers, City Hall

**Present:** Councillor Dave Stockdale – Chair  
Councillor Florence Roberts – Vice Chair  
Mayor Bev Buckway  
Councillor Dave Austin  
Councillor Betty Irwin  
Councillor Ranj Pillai

**Absent:** Councillor Kirk Cameron

**Staff Present:** City Manager Stan Westby  
Director of Administrative Services Robert Fendrick  
Linda Rapp, Acting Director of Operations

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

1. **New Business**

The Committee asked for information on why a signage application from Annie Lake Trucking was denied.

The Committee asked the Traffic Committee to investigate the feasibility of a timed signal for left turns off Robert Service Way onto the Alaska Highway



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

**Date:** August 21, 2012

**Location:** Council Chambers, City Hall

**Present:** Councillor Dave Austin – Chair  
Mayor Bev Buckway  
Councillor Betty Irwin  
Councillor Ranj Pillai  
Councillor Florence Roberts  
Councillor Dave Stockdale

**Absent:** Councillor Kirk Cameron

**Staff Present:** City Manager Stan Westby  
Director of Administrative Services Robert Fendrick  
Linda Rapp, Acting Director of Operations

Your Worship, there is no report from the Public Health and Safety Committee.

There being no further business, the meeting adjourned at 8:55 p.m.