



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

**Date:** November 5, 2012

**Location:** Council Chambers, City Hall

**Committee Members Present:** Councillor Jocelyn Curteanu – Chair  
Councillor Mike Gladish – Vice-Chair  
Mayor Dan Curtis  
Councillor Kirk Cameron  
Councillor Betty Irwin  
Councillor Dave Stockdale  
Councillor John Streicker

**Staff Present:** Stan Westby, City Manager  
Robert Fendrick, Director of Corporate Services  
Brian Crist, Director of Infrastructure and Operations  
Dave Pruden, Acting Director of Community and Recreation Services  
Mike Gau, Acting Director of Development Services

Your Worship, the Public Health and Safety Committee respectfully submits the following report:

### **1. Christmas Foods for Fines Promotion**

In the spirit of contributing to those citizens who are less fortunate, and to demonstrate goodwill and community spirit, Bylaw Services is proposing to undertake the Food for Fines initiative again this Christmas. Local charities have indicated their support for this initiative as it has been a great success in previous years. The food and goods donated in 2011 totalled over \$2,460.00, and direct cash donations of \$3,550.00 purchased food for the women's shelter as well as non-perishable food items for the Food Bank. During this year's two-week promotional campaign, people will once again have the option of donating food items in lieu of regular payments for expired parking meter tickets, as long as the food items contributed are of the same or higher value than the ticket. When such a contribution is made, the ticket will be considered "Paid in Full." This option is only valid for expired parking meter tickets, not for other traffic or parking violations. Only parking meter tickets issued between November 26th and December 8th, 2012 will be eligible for this initiative.

Council commended the program, especially with the generous donations to the Food Bank.

Administration confirmed:

- The budget estimate provides a threshold for the donations and is based on past history;
- The City does not try to direct the kinds of food that are donated but asks for non-perishable items. However, in discussions with the distributing agencies, we have learned that the food is allocated according to need, and the cash donations allow for more flexibility
- The only receipt given is for the parking ticket

## **RECOMMENDATION**

THAT a grant of parking meter ticket fines not exceeding \$6,000.00 be approved to local charities providing food bank or meal preparation services as part of the City of Whitehorse 2012 Christmas Food For Fines promotion.

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

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

#### **Issues Arising from the Activity Reports**

Administration confirmed that Bylaw Services provides snowmobile education to a young age group as it allows the children to promote what they learn to their parents as well as instilling good habits at a young age. Administration also explained that most complaints received by Bylaw Services relate to issues regarding animal control. Issues regarding property maintenance and traffic are also common complaints.

The Committee asked that the departments limit their use of acronyms in their reports.

The City Manager explained that the collective agreement for Fire Department employees, although already ratified by both parties, will be coming forward shortly for formal adoption under the bylaw process as required by the *Municipal Act*

Administration explained that Fire drills are not closely regulated, but more information on this issue will be provided. More fire drills in City facilities will be forthcoming to facilitate preparations for Emergency Measures exercises.

### **3. New Business**

Cam Kos congratulated Council on their election, and asked the City to look at expanding the hours of operation for the Bylaw Services Department.

Administration advised Council of the current operating hours for Bylaw Services staff and explained that the 'trouble' line will dispatch officers to emergency situations after regular hours. The last service review was conducted in 2005, and there are no plans to conduct another review at this time.



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

**Date:** November 5, 2012

**Location:** Council Chambers, City Hall

**Committee Members Present:** Councillor Dave Stockdale – Chair  
Councillor John Streicker – Vice-Chair  
Mayor Dan Curtis  
Councillor Kirk Cameron  
Councillor Jocelyn Curteanu  
Councillor Mike Gladish  
Councillor Betty Irwin

**Staff Present:** Stan Westby, City Manager  
Robert Fendrick, Director of Corporate Services  
Brian Crist, Director of Infrastructure and Operations  
Dave Pruden, Acting Director of Community and Recreation Services  
Mike Gau, Acting Director of Development Services

Your Worship, there is no report from the Tourism and Economic Development Committee.



## Minutes of the meeting of the Administrative Services Committee

**Date:** November 5, 2012

**Location:** Council Chambers, City Hall

**Committee Members Present:** Councillor Betty Irwin – Chair  
Councillor Dave Stockdale – Vice-Chair  
Mayor Dan Curtis  
Councillor Kirk Cameron  
Councillor Jocelyn Curteanu  
Councillor Mike Gladish  
Councillor John Streicker

**Staff Present:** Stan Westby, City Manager  
Robert Fendrick, Director of Corporate Services  
Brian Crist, Director of Infrastructure and Operations  
Dave Pruden, Acting Director of Community and Recreation Services  
Mike Gau, Acting Director of Development Services

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

### **1. Amend Council Remuneration Bylaw**

The Council Remuneration Bylaw was adopted by the outgoing Council to establish the remuneration for this Council's term of office. The bylaw set the effective date as the first day of November, since the normal annual term for council runs from November 1 to October 31. Since the new Council was sworn in two days in advance of the date when the bylaw became effective, it is necessary to amend the bylaw. The effective date has implications for Worker's Compensation and federal plans such as EI and CPP. The best fix for the issue is to amend the bylaw to change the effective date.

### **RECOMMENDATION**

THAT Bylaw 2012-43, a bylaw to amend the Council Remuneration Bylaw, be brought forward for due consideration under the bylaw process

**2. Authorize Travel - AYC Orientation**

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. Council members have indicated their intention to attend the Newly Elected Officials Orientation, sponsored by the Association of Yukon Communities, to be held in Haines Junction in November.

Administration confirmed that accommodation is included as part of travel expenses. The City Manager clarified that a review of the Council Expense Policy would be in order.

**RECOMMENDATION**

THAT travel expenses be authorized for Mayor Curtis to attend the Association of Yukon Communities – Newly Elected Officials Orientation to be held in Haines Junction in November, 2012; and

THAT travel and per diem expenses be authorized for all Whitehorse City Councillors attending the AYC – Newly Elected Officials Orientation in Haines Junction, with travel expenses funded from the City Representative account and per diem expenses funded from the individual Councillor-initiated accounts.

**3. New Appointment to the Association of Yukon Communities**

Council member appointments to Ad Hoc Committees were established at the organizational meeting of the new Council. The City has since been advised that Councillor Irwin's position as Second Vice President of the Association of Yukon Communities makes the City of Whitehorse eligible to appoint an additional representative. Councillor Streicker has indicated his interest in participating with the Association of Yukon Communities.

**RECOMMENDATION**

THAT Councillor Streicker be appointed as a city representative to the Association of Yukon Communities for the term November 1, 2012 to October 31, 2013.

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

Activity reports for the month of October were received from the Director of Corporate Services, and the Business and Technology Services, Financial Services, Human Resources and Strategic Communications and Customer Service Departments.

**Issues Arising from the Activity Reports**

The City Manager provided his Activity Report verbally, including accomplishments and upcoming priorities. He explained that the Organizational Review is progressing satisfactorily, including the communication aspects, which are multi-faceted. It was further explained that all of the Director positions will be located in City Hall, and the move of various staff and departments to accommodate this relocation is targeted for December.

The City Manager also explained that there may be Government of Yukon funding for a new Economic Development position to be located in the Planning Department.

The Committee reiterated the need to have the City employee phone list on the City's web site, and administration indicated that this is an active project.

The Committee asked for more information on the plans to communicate the budget activities, and the City Manager clarified that additional funding is being proposed to facilitate media relations.

A Committee member asked for a review of election procedures, including the identification requirement. It was also suggested that the review should include issues such as the City providing candidate information, representation for outlying areas, a ward system, and electronic voting.

The Committee asked for more information on the *Municipal Act* Review Committee and the City's involvement on that review.

Administration explained that:

- the *eScribe* implementation is aimed for November 19th but may be delayed depending on time available for training; and
- the City ID program will see all City employees carrying valid and secure City identification.

The Committee expressed an interest in more dialogue about balancing services with taxes and fees and charges, and suggested that there may be an education component in providing this dialogue.

The Committee asked for more information on enabling Android devices.



## Minutes of the meeting of the City Planning Committee

**Date:** November 5, 2012

**Location:** Council Chambers, City Hall

**Committee Members Present:** Councillor John Streicker – Chair  
Councillor Kirk Cameron – Vice-Chair  
Mayor Dan Curtis  
Councillor Jocelyn Curteanu  
Councillor Mike Gladish  
Councillor Betty Irwin  
Councillor Dave Stockdale

**Staff Present:** Stan Westby, City Manager  
Robert Fendrick, Director of Corporate Services  
Brian Crist, Director of Infrastructure and Operations  
Dave Pruden, Acting Director of Community and Recreation Services  
Mike Gau, Acting Director of Development Services  
Mike Ellis, Senior Planner

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

### **1. Development Agreement - Major Development Incentive**

Council approved the Development Incentives Policy in August 2011. This policy is meant to encourage specific development in the City, including rental housing, mixed-used development, and supportive housing. Under this policy, developments that meet the specified criteria are eligible for a yearly monetary grant from the City. The value of the grant would be based on the increase in taxation rate due to the improvements on the property.

The Options for Independence Society has applied for a Major Development Incentive, which allows for a tax grant of up to \$500,000 over a 10 year term. The Society is a non-profit organization, and has been issued permits to develop a 16-unit supportive housing development on Fourth Avenue. This development meets the criteria for a Major Development Incentive.

As part of the application for a Major Development Incentive, the City requires an assessment value for the improvements on the subject property prior to the construction of the project. A second assessment will be required following the completion of the development. Assessments are provided by the Yukon Government. The difference between the two assessments will be used to determine the difference in tax rate, and thus the yearly amount of the grant for which the project is eligible.

The Development Agreement lists the total value and timeline of the Major Development Incentive, and specifies that the supportive housing must be owned and operated by Options for Independence for a minimum of 10 years. Failure to do so will require the Society to repay the City for all grant money disbursed. Other conditions that the developer/property owner must meet to remain eligible for the grants are also specified in the Development Agreement.

Administration advised that this is the third and largest application received under the policy. The incentives are graduated so that ultimately the developer pays the full tax. However, the principal is that tax relief is provided to encourage development. The policy was developed in response to housing and re-development needs, and the program has its roots in information provided by the public during the City's public engagement processes. Other jurisdictions were analyzed to develop the City's current policy.

Administration explained that the phase-in period accounts for the differences in assessment at the beginning of the project and one year later when there is significant improvement on the property. It was clarified that the City is not 'out of pocket' by refunding taxes – the incentive represents tax the City would not otherwise collect.

The program is also an incentive for the developer to complete the project in an expeditious manner. It was explained that the grant has to come back every year for approval because the City cannot waive taxes, it can only provide a grant.

## **RECOMMENDATION**

THAT the Mayor and City Clerk be authorized to sign on behalf of the City of Whitehorse a Development Agreement with the Options for Independence Society for a Major Development Incentive with respect to a Supportive Housing Development on Lots 12-1 and 12-2, Block J, Downtown, located at 4046 to 4048 Fourth Avenue.

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

Activity reports for the month of October were received from the Acting Director of Development Services and the Planning Department.

### **Issues Arising from the Activity Reports**

Administration confirmed that

- the testing on Motorways is done and the remediation work is under way;
- planning is being done on Whistle Bend phases 3 to 8;
- off-street parking is contemplated in the Downtown Parking Plan and is being worked on, but nothing has been budgeted at this time;
- the Porter Creek D planning process is well under way. There is a Council and Senior Management meeting planned for November 6 at which time consultants will be providing more information. A draft communication schedule will be provided and discussed. Administration clarified that the Council and Senior Management

meeting is a briefing meeting and, although open to the public, is not designed as a public input session.

- Meetings with Hillcrest residents with respect to the Hillcrest Planning Project are planned for 2012, and the Community Association has been contacted to ensure the consultants and the plan reflect as best as possible the issues and concerns of the stakeholders.

The Committee reiterated the need for a detailed understanding of the Porter Creek D process.



## Minutes of the meeting of the City Operations Committee

**Date:** November 5, 2012

**Location:** Council Chambers, City Hall

**Committee Members Present:** Councillor Kirk Cameron – Chair  
Councillor Betty Irwin – Vice-Chair  
Mayor Dan Curtis  
Councillor Jocelyn Curteanu  
Councillor Mike Gladish  
Councillor Dave Stockdale  
Councillor John Streicker

**Staff Present:** Stan Westby, City Manager  
Robert Fendrick, Director of Corporate Services  
Brian Crist, Director of Infrastructure and Operations  
Dave Pruden, Acting Director of Community and Recreation Services  
Mike Gau, Acting Director of Development Services  
Shannon Clohosey, Manager of Environmental Sustainability

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

1. **Solar District Energy System (Whistle Bend)** - For Information Only

The inclusion of a district energy system using a renewable energy source has been contemplated for Whistle Bend since the initial planning phases. Support from a utility provider is crucial to the successful implementation of this project. In spring 2012, a pre-feasibility study on implementation of Borehole Thermal Energy Storage (BTES) was completed for Whistle Bend with assistance from Yukon Energy Corporation and Natural Resources Canada.

A centrally located BTES system would store heat collected in the summer from the solar thermal collectors mounted on residential units in the community. Heat pumps or conventional heating equipment are required only as supplemental or backup heat source if the ground temperatures are below the building heating requirements.

The successful implementation of the first ever solar BTES system in North America was in the Drake Landing Solar Community in Okotoks, Alberta. Drake Landing demonstrates how the effective integration of energy-efficient technologies with seasonal thermal energy storage can overcome this traditional seasonal barrier.

The application of this technology to the Whitehorse climate provides a unique opportunity to leverage the relatively high solar energy availability from spring to fall to

supply heat throughout the year; particularly in the winter when solar and electricity (hydro) supply is lowest.

ATCO Gas, the parent company of Yukon Electrical Corporation (YECL), is a key partner in the Drake Landing BTES project. Recently, ATCO agreed to support and spearhead Whistle Bend's potential BTES system. A study has been initiated by ATCO to examine the feasibility of the technology in more detail. Representatives from ATCO Gas, YECL, and the consultant undertaking the feasibility study, are currently in Whitehorse to meet with local stakeholders.

In August 2012 a proposal was submitted to an annual conference for real estate professionals and investors in Cannes, France. The City's proposal to present the Borehole Thermal Energy Storage technology won a nation-wide competition to exhibit this project at the conference.

Dwight Redden from Yukon Electric provided a Power Point presentation on BTES. He confirmed that there will be a level of commitment for the project to be viable, and the study will address this and other parameters.

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

Activity Reports for the month of October were received from the Director of Infrastructure and Operations, and the Engineering, Environmental Sustainability, Maintenance and Safety Services, and Public Works Departments.

### Issues Arising from the Activity Reports

Administration confirmed that there will be an upcoming Council and Senior Management meeting and workshop on Solid Waste issues, and that the Fire Ladder Truck is being worked on to ensure it is available to address fires in taller buildings.



## Minutes of the meeting of the Community Services Committee

**Date:** November 5, 2012

**Location:** Council Chambers, City Hall

**Committee Members Present:** Councillor Mike Gladish – Chair  
Councillor Jocelyn Curteanu – Vice-Chair  
Mayor Dan Curtis  
Councillor Kirk Cameron  
Councillor Betty Irwin  
Councillor Dave Stockdale  
Councillor John Streicker

**Staff Present:** Stan Westby, City Manager  
Robert Fendrick, Director of Corporate Services  
Brian Crist, Director of Infrastructure and Operations  
Dave Pruden, Acting Director of Community and Recreation Services  
Mike Gau, Acting Director of Development Services  
Douglas Hnatiuk, Acting Manager of Parks and Recreation

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

### 1. 2012 Fall Recreation Grants

The Recreation Grant Task Force met in October to discuss and compile recommendations for funding in accordance with the Recreation Grant Policy. Funding available for Category 1 fall recreation grants was \$41,100.00, which includes \$2,232.52 of unspent and returned funds from 2011 grant allocations. Council may amend or deny any of the recommendations of the Task Force. The result of denied recommendations might be that the project could not proceed.

The Committee posed questions on the input from various applicants and asked for details on the information provided to the Recreation Grant Task Force.

Administration confirmed that Mary Lake will be advised to re-apply as a Category 2 application in the Spring, and for another purpose other than the labour to clear rink snow. A Committee member noted that the request was for limited snow clearing; however, it was also noted that the evaluation committee recommended that the group re-apply.

Administration confirmed that historical accounting for each applicant is provided to the evaluation committee, and noted that most groups require all kinds of funding and that the funding is leveraged on each other.

Administration confirmed that the number of members in an association is not reviewed; however, good standing with Societies is required.

The Committee asked for a CASM to be arranged to help orient Council to the granting process.

### **RECOMMENDATION**

THAT the allocation of \$41,100.00 for Category 1 Recreation Grants be approved as recommended by the Recreation Grant Task Force; and

THAT any unexpended recreation grant funds as well as any refunds received prior to year-end, be authorized for re-budgeting to 2013.

<u>Recipient Group</u>	<u>Amount</u>
Arctic Edge Skating Club	
Coach Mentorship	\$1,200.00
Seminar for Skaters w/Guest Coaches	\$3,600.00
Chickadees Playschool Association	
Supplies/Field Trips	\$2,400.00
Dog Powered Sports Association	
2013 River Runner	\$3,000.00
Interclub Skating committee	
Yukon Championships	\$3,000.00
Learning Disabilities Association	
Camp Raven	\$7,000.00
Many Rivers Counselling and Support Services	
National Family Week (2012)	\$1,800.00
Nakai Theatre	
Playwriting competition and cabaret	\$3,800.00
Recreation and Parks Association (RPAY)	
Outdoor fitness Equipment	\$4,800.00
Romp and Run	
Operation and Maintenance	\$700.00
Whitehorse Concerts	
Youth Music Initiative Program	\$1,200.00

Yukon Academy of Martial Arts	
Anti-bullying/verbal course material	\$800.00
Yukon Art Society	
Recreational / Educational Arts Program	<u>\$7,800.00</u>
<b>Total:</b>	<b>\$41,100.00</b>

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

Activity Reports for the month of October were received from the Acting Director of Community and Recreation Services and the Recreation and Facility Services, Outreach and Events, Parks and Trails, and Transit Services Departments.

Issues Arising from the Activity Reports

The Committee asked for more information on the Riverdale transit marketing plans and also for more ridership information dating back to 2010 to see what the schedule changes have accomplished. Administration confirmed that budget information is being prepared for extended transit hours.

Administration confirmed that the City is working on the Handy Bus Contribution Agreement with the Government of Yukon in an attempt to improve the City's position with this arrangement. The City does not want to agree to a one-year Contribution Agreement that maintains a status quo position without additional resources.

There being no further business, the meeting adjourned at 10:00 p.m.