



Minutes of the meeting of the Public Health and Safety Committee

Date: January 7, 2013

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
Dave Muir, Acting Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Clive Sparks, Fire Chief

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

1. Purchase of Fire Apparatus

Insurance advisory standards set the life span for fire apparatus at 20 years. Three pieces of fire apparatus have reached or will reach this time frame by 2014. One piece will be kept in service until the 2018 – 2020 budget cycle, but the other two should be replaced over the next 36 months.

Using a preferred supplier for the next two years will provide for a high degree of standardization and will also be cost effective. A preferred supplier will reduce the inventory of parts required and allow for consistency between apparatus. Such standardization will assist both Fire-fighters and repair personnel. Commission costs for the apparatus will also be reduced, and training of personnel will be minimal. The costs for the second and subsequent apparatus could also be reduced as there would be less preparation work on the part of both the customer and the supplier, and there is also a possibility of being able to pre-order major components when the pricing is optimal.

The Fire Department currently has one Smeal Fire Apparatus Company ladder truck supplied through their Canadian Dealer, Safetek Emergency Vehicles. This unit has proven to be reliable and the service provided by Safetek has met all the needs of the City.

Administration confirmed:

- That a preferred supplier would be able to ensure the City's needs are met;
- That designating a preferred supplier also means that the City would be looking to purchase equipment that is consistent with existing apparatus;
- In addition to considering wear and tear on front-line equipment, the 20-year life span also ensures that adequate parts and materials are available, and that existing equipment meets current prevailing standards
- It would be possible to use a tender process based on documentation from other communities, but details unique to Whitehorse would need to be added. This attention to minute detail is required to specify the type of truck desired, and will lead to increased efficiency and greater satisfaction for the City.
- Each supplier's equipment has very different design features that may lead to increased training times and possible errors at the site. Such differences could also impact mechanical repair, and lead to increased overhead for repairs and parts inventories.

RECOMMENDATION

THAT the City of Whitehorse designate a preferred supplier of fire apparatus to allow for the purchase of two pumper trucks, subject to the provision that preferred supplier status can be revoked if:

1. The prices are not within the budget set by Whitehorse City Council; or
2. Service does not remain at the current high level and consistency as determined by the Fire Chief and the Supervisor of Equipment Maintenance; or
3. Future apparatus is purchased within this time frame.

AND FURTHER THAT Safetek Emergency Vehicles, the Canadian dealer for Smeal Fire Apparatus Company, be designated as the preferred supplier of fire apparatus for the Whitehorse Fire Department for the period of January 1, 2013 through December 31, 2015.

2 Monthly Activity Reports - For Information Only

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

The Committee asked for more information on the check stop activities of Bylaw Services, as well as details regarding tickets issued and education pamphlets distributed.



Minutes of the meeting of the Tourism and Economic Development Committee

Date: January 7, 2013

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
Dave Muir, Acting Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services

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

1. **New Business**

The Committee asked for more information on the water licensing issue that is currently raising concerns in the Whitehorse Copper area. Administration confirmed that there will be a public hearing for the Water Board process later this month. Administration also confirmed that the City does participate in water license hearings, and the City will be monitoring this process. It was noted that a development agreement or re-zoning application for this area is ultimately expected.



Minutes of the meeting of the Administrative Services Committee

Date: January 7, 2013

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
Dave Muir, Acting Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Valerie Anderson, Manager of Financial Services

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

1. **Capital Budget Amendments - 2012 Umbrella Changes**

The *Municipal Act* provides that Council may establish by bylaw a procedure to authorize expenditures that vary from the annual capital expenditure program.

In accordance with the provisions of Capital Budget Bylaw 2011-55, a number of properly authorized capital budget amendments occurred throughout 2012. The amendments, totalling \$14,463,780, are now being brought forward under an umbrella bylaw for council approval.

Administration confirmed that re-budgets are approved by Council to allow for projects that cannot be completed in the year for which funds were initially budgeted. This is primarily a reflection of timing and the short building season, with contributing factors being staff capacity and contractor availability.

RECOMMENDATION

THAT Bylaw 2013-06, a bylaw to amend the 2012 Capital Expenditure Program with respect to budget adjustments made throughout 2012, be brought forward for due consideration under the bylaw process.

2. **Operating Budget Amendments - 2012 Umbrella Changes**

The *Municipal Act* provides that Council may establish by bylaw a procedure to authorize expenditures that vary from the annual operating and maintenance budget.

In accordance with the provisions of Operating Budget Bylaw 2012-02, a number of properly authorized operating budget amendments occurred throughout 2012. The amendments, totalling \$114,205, are now being brought forward under an umbrella bylaw for Council approval.

Administration confirmed that expenses and the funding source are separately identified.

RECOMMENDATION

THAT Bylaw 2013-07, a bylaw to amend the 2012 Operating and Maintenance Budget with respect to budget amendments made throughout 2012, be brought forward for due consideration under the bylaw process.

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

Activity reports for the month of December 2012 were received from the City Manager, the Director of Corporate Services, and the Business and Technology Services, Financial Services, Human Resources, and the Strategic Communications departments.

Issues Arising from the Activity Reports

The City Manager clarified that the City is working with the Kwanlin Dün First Nation as part of an ongoing dialogue between the two governments. It is hoped that a regular schedule of meetings can be established.

The City Manager advised that the plastic to oil initiative may be able to proceed with the correct zoning, and noted that the Fire Marshall has allowed the process with some storage modifications for the area.

The Committee asked for more information on the WiFi initiative that was recently undertaken by the City.



Minutes of the meeting of the City Planning Committee

Date: January 7, 2013

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
Dave Muir, Acting Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Mike Ellis, Senior Planner

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

1. Options – Porter Creek D Project

The Middle McIntyre Creek area, commonly known as Porter Creek D, is generally bounded by the Alaska Highway, existing Porter Creek, Mountainview Drive, and Yukon College. The area is approximately 439 hectares in size. Potential development of additional residential lots in the Porter Creek D area has been contemplated since 1994, and the project has been highly controversial.

Last month the new Council invited direct public input regarding potential plans for Porter Creek D. Approximately 46 separate comments were received, all opposed to development of the area. Most comments also opposed any planning in the area to determine the scope of potential development. Many of those opposed encouraged Council to envision the benefits of making the entire Middle McIntyre Creek area a park in perpetuity. Some support was also shown for allowing Yukon College-related development in the area instead.

Options presented to Council included proceeding with the planning and engineering process as approved by Council in 2011; amending the process to reduce the scope of work to providing a master plan design; cancelling the existing planning and engineering contract and delaying work until Whistle Bend reaches 75% build out; or cancelling the contract altogether.

Under the recommended option, the current contract would be cancelled and no planning work would be done in 2013. Porter Creek D would remain as a component of the Whitehorse Growth Strategy, with planning work being started again once development of the Yukon-owned portion of Whistle Bend reaches 75% build-out. At a medium growth rate, this would take approximately 8 to 10 years. Short-term development requirements in the area, such as a water line and paved trails, would need to be undertaken as separate projects, and could potentially have public consultation in the next few years.

If the recommended option is adopted, the City should proceed to examine possibilities for housing development in other areas outside the urban containment boundary that are designated as Future Planning in the Official Community Plan. Identified locations are the McLean Creek area and the Long Lake Road area. It is anticipated that a new Official Community Plan would likely be drafted prior to any planning for Porter Creek D, so this would provide an opportunity to re-examine other housing locations as well.

Cancelling the contract would have no negative financial repercussions to the City with the consultant or the Yukon Government.

Administration confirmed that:

- The option of a park plan for the Porter Creek D area has not been included in order to simplify the current process;
- The current endeavour is to implement the Official Community Plan which envisions some kind of development in that area;
- Research on both the Long Lake Road and McLean Lake areas will be needed in any event;
- A water-line is envisioned in the Porter Creek D area, as part of Whistle Bend development, and it could possibly accommodate future development in this area;
- A road in the area may also be required eventually with continued population growth;
- Another piece of possible infrastructure for the area may be additional paved trails and possibly some park-type infrastructure;
- Even without Porter Creek D planning, the City would undertake public consultation for paved trail construction in the area
- Whistle Bend development will progress over the next few years, but it is unlikely that the 75% threshold would be reached before the next Official Community Plan update;
- If the Golder contract is cancelled, water line engineering could be undertaken as part of Whistle Bend construction;
- At one time in the past there was some planning done for the McLean Lake area, demonstrating that not all plans are acted on;
- Option 3 is being recommended mainly due the large amount of private development that has been undertaken recently in addition to the shift to more dense housing forms; especially in 2012;
- 75% build-out refers to issuance of building permits;
- Planning at the 75% threshold means that the planning could be considered at that time, and does not bind the hands of future Councils.

The Committee noted that administration is following the direction of Council with respect to land planning. This includes both the current and former Councils.

Karen Baltgailis, representing the Yukon Conservation Society, addressed the Committee to assert that planning in the Porter Creek D area ultimately means housing plans. She noted that administration's options all include planning for residential development in the area. She stated her understanding that numerous units are needed to make the project viable, and therefore any planning will involve significant development that will preclude a 'lighter' version. Ms. Baltgailis suggested that a more comprehensive look at overall development is needed for the community as a whole. She stated that the Yukon Conservation Society would like to see the planning and engineering contract cancelled and encouraged the City to begin park planning for the middle McIntyre Creek area.

RECOMMENDATION

THAT the Porter Creek D planning and engineering contract with Golder Associates be cancelled; and

THAT any consideration of planning work related to the Porter Creek D area be delayed until Whistle Bend Phase 7 has been released for sale.

2. Official Community Plan Amendment – Housekeeping Changes

The 2010 Official Community Plan (OCP) was adopted by Council in October 2010. It is important to update the OCP from time to time to provide clarity and correct any errors found in the document. Several issues in text and mapping have been identified as requiring clarification or amendment. The amendments proposed are generally minor in nature and may be considered as housekeeping amendments to the 2010 OCP.

Text amendments are proposed to add a provision where riparian setbacks may be reduced on private property, and to clarify that

- all new lots must connect to municipal services where available;
- limited increased density is permitted in the “Old Town” area;
- natural resource extraction regulations apply in both the Natural Resource and Industrial designations; and
- the various land uses identified on the Downtown Waterfront map are not land use designations as found elsewhere in the Plan.

In addition, minor text edits are recommended to correct grammar, spelling, and headings where applicable, and minor map amendments to add clarity and correct errors as applicable.

Administration confirmed:

- That the possible reduction of riparian areas on private developments were contemplated to provide some flexibility when considering small brooks on existing private properties. The proposed amendment was intended to provide a little more detail on this issue area while still respecting riparian issues. Upon further analysis,

administration has withdrawn this proposed amendment as the *Municipal Act* provides protection through the non-conforming use section. Additionally, withdrawing this issue addresses the concern that the item has more scope than just a minor housekeeping issue.

- In terms of the Old Town proposal, perhaps just indicating a maximum of four units per lot may be easier and simpler; and
- The natural resource areas and industrial areas both need regulations to govern quarrying activity, and there currently is a gap in this regulation area

RECOMMENDATION

THAT Bylaw 2012-02, a bylaw to amend the 2010 Official Community Plan by applying minor housekeeping changes, be brought forward for due consideration under the bylaw process.

3. Official Community Plan Amendment - Country Residential Lot Sizes

In 2011 Council passed a moratorium to stop rezoning applications for lots zoned Country Residential 1 and Country Residential 2. The purpose of the moratorium was to stop such applications being filed with the intent to subsequently subdivide the property until issues regarding cumulative impacts of septic systems on water quality and potable water supply have been addressed. It was anticipated that these issues would be addressed in the Zoning Bylaw re-write that was currently under way.

The 2012 Zoning Bylaw included a requirement that applicants would need to provide a detailed hydro-geological and nitrogen loading assessment prior to the approval of any zoning amendment that would increase density outside the Urban Containment Boundary. Upon further research and review, it was determined that a neighbourhood-wide study would be necessary to determine cumulative impacts on adjacent properties.

Administration is bringing forward an amendment to the Official Community Plan that limits the minimum lot size where municipal services are not available.

Felice Walsh addressed the Committee to speak against the existing and proposed moratorium on rezoning and subsequent subdivision of Country Residential parcels. She stated that she wishes to subdivide her country residential lot and has been working on the project for some time. She suggested that the lot is large enough to accommodate subdivision with respect to water and septic issues, and provided documentation to clarify her concerns. Failing approval of a rezoning application, she noted that they have also looked at applying to purchase some adjacent property to expand the lot size and then subdivide the larger parcel to create two new lots consistent with current zoning. However, they have not pursued this option.

Administration confirmed that:

- Lot enlargements are not allowed in order to facilitate subdivisions;
- Subdividing lands in country residential areas is discouraged because it could significantly change the character of the neighbourhood;

- 'Good practice' currently dictates that more area for septic services is advisable; and
- Pump out systems are not encouraged by Environmental Health or the Official Community Plan, and are considered undesirable when planning for a whole subdivision.

The Committee questioned whether a restriction on subdividing may have the unintended consequence of constraining development, and discussed the need for additional wording to allow some flexibility for new neighbourhood development.

Administration confirmed that there are no re-zoning applications before that City at this point that would be impacted by this bylaw.

RECOMMENDATION

THAT Bylaw 2013-04, a bylaw to amend the Official Community Plan to increase minimum lot sizes outside the Urban Containment Boundary, be brought forward for due consideration under the bylaw process; and

THAT a moratorium be placed on accepting applications for the rezoning of parcels from Country Residential 1 to Country Residential 2 until May 13, 2013.

4. Zoning Amendment - 163 Collins Lane (Mt. Sima Industrial Area)

The owner of the property located at 163 Collins Lane in the Mount Sima Industrial Subdivision has applied to the Government of Yukon to purchase a parcel of Commissioner's land adjacent to his property. Conditional approval has been given, subject to the City's zoning and subdivision process. The applicant intends to use the parcel to expand his lot and increase the size of an existing maintenance building.

Allowing a modest expansion of the lot in a westward direction does not contravene the intent of the Official Community Plan as a significant greenbelt area will remain. The proposed use of the enlarged property is an extension and continuation of an existing industrial use, which is compatible with the Zoning Bylaw. No concerns have been identified that cannot be addressed in the zoning, subdivision and development permit processes.

A transportation corridor through this land was contemplated as part of the Whitehorse Copper Subdivision design process. The intent was to allow for a spur railway connection from an existing rail line to industrial-designated lands to the west. This corridor could be realigned around the lot enlargement if and when there is an identified need for the development of a railway spur line.

RECOMMENDATION

THAT Bylaw 2013-02, a bylaw to change the zoning of a parcel of land adjacent to 163 Collins Lane in the Mount Sima Industrial Subdivision to allow for a lot expansion, be brought forward for due consideration under the bylaw process.

5. Zoning Amendment - 57 Carpiquet Road

The owner of 57 Carpiquet Road in Takhini has applied to rezone the property to allow for the development of both a living suite and a garden suite on the single family lot. Current regulations allow for only a living suite or a garden suite per lot. The application is being made to increase the financial viability of developing a fully accessible garden suite for a person with a disability by adding a second revenue source.

The application is consistent with the intent of the Official Community Plan to promote flexible and affordable housing types as well as a compact development pattern to ensure that existing infrastructure is used most efficiently. The Zoning Bylaw currently limits development to one suite per lot to mitigate impacts on neighbourhood-scale parking, site coverage, and pressure on local amenities and services. Analysis of the applicant's conceptual design suggests that it will meet all other regulations of the Zoning Bylaw, including setbacks, site coverage, parking and amenity space.

The potential for setting a precedent is strong. The majority of single-family homes in Whistle Bend have the same zoning as this property. If this rezoning is granted, owners of those lots may consider applying for a rezoning.

Administration confirmed:

- That the proposal is to add two dwelling units on the lot in question;
- The City does not have any control to enforce that an accessible unit is built as proposed, unless a Development Agreement is enacted. This would not restrict who actually ends up living in the unit;
- Current regulations state that a lot of this size could have a living suite or a garden suite but not both;
- The City tries to balance density with the character of the community when establishing land use rules;
- There is an extra charge for water, sewer, and solid waste when density increases;
- The required off-street parking could be accommodated on the lot, but it will be a tight fit.

The Committee asked for an additional sketch showing the proposed site plan and parking, and expressed concern regarding re-zoning applications for small lots that propose additional development when there is not enough room on the lot to meet all the requirements, even if there is consistency with the Official Community Plan.

RECOMMENDATION

THAT Bylaw 2013-01, a bylaw to change the zoning at 57 Carpiquet Road in Takhini to allow for the development of a living suite and a garden suite on a single-family lot, be brought forward for due consideration under the bylaw process.

It was duly moved and seconded
THAT the meeting continue past 10:30 p. m.

Carried Unanimously

6. Monthly Activity Report – For Information Only

Activity reports for the month of December 2012 were received from the Director of Development Services and the Planning Services Department.

Issues Arising from the Activity Reports

Administration clarified that permitting and building statistics vary according to timing and the size of the construction projects.

Administration confirmed that the cleanup of the Motorways property is complete and the land is expected to be on the market this month.

The Committee asked for more information and a briefing on the Stevens Quarry project following the completion of the YESSA process.

Administration confirmed that proposals have been received for the Hillcrest Neighbourhood Plan project, and once the consultant is selected the public will be invited to participate in the planning process.

7. New Business

The Committee requested that the Standing Committee agenda structure to be reviewed to allow for more efficiency and effectiveness, especially with respect to the Planning Committee.

Mr. John Carney addressed the Committee to express concerns regarding a number of issues, including:

- Allowing holding tanks would be a concern for many neighbourhoods, particularly Raven's Ridge;
- The issue of riparian areas may be of particular interest to local First Nations who are major land owners inside City boundaries;
- The plan for the Porter Creek D area changed significantly at some point from college endowment lands to development potential; he encouraged more discussion by Council before any further decisions are made;
- There are other options available for water supply to Whistle Bend that should be considered; and
- More community involvement, especially with community groups and neighbourhood associations, is required with respect to trail development in the City.



Minutes of the meeting of the City Operations Committee

Date: January 7, 2013

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
Dave Muir, Acting Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Shannon Clohosey, Manager, Environmental Sustainability

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

1. Energy Management Plan

In 2012, the City retained ICF Marbek to complete an Energy Management Plan. The development of the Plan involved energy audits on 23 City facilities, as well as staff interviews, performance benchmarking, and an organizational assessment. The Energy Management Plan provides an actionable and comprehensive roadmap for achieving energy, peak demand, and cost savings in City buildings, and will serve as a framework for achieving continual improvement of energy performance in support of long-term energy and cost reduction goals. This project was funded by the Yukon Energy Corporation and Federal Gas Tax.

The Plan provides the business case and action plan for the implementation of cost-effective energy management opportunities. Technical measures, operating and maintenance practices, and corporate-level energy management systems are included. Also identified in the Plan are recommendations for improving the City's capacity for long-term continual improvement of energy performance. These recommendations are in the areas of: commitment to energy management; planning processes such as budget, maintenance, and asset management; organization and accountability; energy management financing; developing energy management projects; and monitoring and communication. The overall goal of these recommendations is to integrate energy

management into all organizational and management practices, at all levels of the organization.

Administration confirmed that the payback figures presented assume the measures are implemented, and noted that options for the Municipal Services Building will vary depending on the measures that are implemented.

RECOMMENDATION

THAT the 2012 Energy Management Plan be adopted as presented.

2. Monthly Activity Reports - For Information Only

Activity Reports for the month of December 2012 were received from the Director of Infrastructure and Operations, Engineering Services, Environmental Sustainability, Maintenance and Safety Services, and Public Works.



Minutes of the meeting of the Community Services Committee

Date: January 7, 2013

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
Dave Muir, Acting Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services

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

1. Monthly Activity Reports - For Information Only

Activity Reports for the month of December 2012 were received from the Director of Community and Recreation Services, Recreation and Facility Services, Outreach and Events, Parks and Trails, and Transit Services.

Issues Arising from the Activity Reports

In response to a query raised, administration confirmed the events coordinator position is now part of the Community and Recreation Services Division, and the office is located in the Sports Admin Building.

The Committee commended the First Night celebrations.

There being no further business, the meeting adjourned at 11:06 p.m.