



Minutes of the meeting of the Public Health and Safety Committee

Date: April 2, 2013

Location: Council Chambers, City Hall

Councillor Jocelyn Curteanu – Chair
Councillor Mike Gladish – Vice-Chair
Mayor Dan Curtis

Present: Councillor Kirk Cameron
Councillor Betty Irwin
Councillor Dave Stockdale
Councillor John Streicker

Stan Westby, City Manager

Staff Present: Robert Fendrick, Director of Corporate Services
Brian Crist, Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services

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

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

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

Issues Arising from the Activity Reports

Administration advised that the increase in Bylaw complaints is being monitored and acknowledged that the year-to-date statistics are up year over year.

Administration confirmed that fire inspections are conducted with the proper equipment so that the crews are able to respond from the inspection to a fire situation if it arises.

Administration confirmed that the recruitment for a Deputy Fire Chief is proceeding, but it is proving to be an intensive process.



Minutes of the meeting of the Tourism and Economic Development Committee

Date: April 2, 2013

Location: Council Chambers, City Hall

Councillor Dave Stockdale – Chair
Councillor John Streicker – Vice-Chair
Mayor Dan Curtis

Present: Councillor Kirk Cameron
Councillor Jocelyn Curteanu
Councillor Mike Gladish
Councillor Betty Irwin

Stan Westby, City Manager

Staff Present: Robert Fendrick, Director of Corporate Services
Brian Crist, 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. Sister City Exchange – For Information Only

A student exchange with our Sister City, Ushiku, Japan is planned for this July, and host families are needed to participate. Potential hosts are encouraged to contact the Parks and Recreation Department.

2. Mayor's Travel Report – For Information Only

The Mayor advised that he is preparing a report on his recent trip to Cannes. He noted that he also visited Lancieux and is pleased to report that our relationship with this Sister City is very strong. A student from Lancieux is coming to Whitehorse to work at Icy Waters this summer, and Whitehorse is encouraged to send a student to Lancieux to work in their tourism department.

3. Potential Tourism Revenue – For Information Only

A Committee member noted that tourism-type taxes may be an additional revenue opportunity for the City. It was also noted that the *Municipal Act* Review Committee has suggested that authority for the City to impose a hotel tax may already be in place. Administration confirmed that alternative revenue generation is on administration's work plan for this spring.



Minutes of the meeting of the Administrative Services Committee

Date: April 2, 2013

Location: Council Chambers, City Hall

Councillor Betty Irwin – Chair
Councillor Dave Stockdale – Vice-Chair
Mayor Dan Curtis

Present: Councillor Kirk Cameron
Councillor Jocelyn Curteanu
Councillor Mike Gladish
Councillor John Streicker

Stan Westby, City Manager
Robert Fendrick, Director of Corporate Services

Staff Present: Brian Crist, Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Wayne Tuck, Manager of Engineering and Capital Projects

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

1. **Revenue Generating Ideas** – For Information Only

Ms. Sandy Helland encouraged Council to consider revenue generating ideas such as mechanic's liens and the addition of various attractions at Mount Sima. Ms. Helland also urged Council to expand the transit system to include Sunday and Holiday services as well as service to Mount Sima. She suggested that the fee structure could be adjusted to levy additional charges for these additional services. Ms. Helland was encouraged to contact councillors individually with additional issues and suggestions.

2. **Re-Budgeting - Capital Expenditures**

Some of the capital projects included in the 2012 capital budget were not fully completed or were not initiated for a variety of reasons. If these projects are to be completed, funds that were set aside in 2012 have to be re-budgeted into 2013. The Management Group reviewed their outstanding capital projects and identified those that require re-budgeting. It is anticipated that most of the projects being brought forward will be completed this year, with one project extending into 2014.

The Committee discussed using carried over funding to balance the operating budget. It was suggested that more consideration needs to be given to the reasonable amount of work that can be conducted in a fiscal year.

Administration advised that money that is not spent goes either back into reserves or can be re-applied for from the various funds such as Gas Tax and the Building Canada Fund. Administration confirmed that the best information on over and under spending is available from September to December. Administration will be conducting a policy review on capital spending and the associated budgets.

RECOMMENDATION

THAT the 2013 Capital Budget be amended by re-budgeting 2012 capital expenditures in the amount of \$10,940,561.00 to reflect the 2012 re-budgets.

3. Authorize Council Travel

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. Councillors Cameron, Curteanu, Irwin, Gladish, Streicker and Stockdale have indicated their intention to attend the Annual General Meeting of the Association of Yukon Communities being held this year in Watson Lake.

RECOMMENDATION

THAT expenses be authorized as follows for council members attending the Annual General Meeting of the Association of Yukon Communities to be held in Watson Lake in May:

1. Travel expenses for Councillor Irwin from City Representative travel;
2. Travel expenses for Councillors Cameron, Curteanu, Gladish, Stockdale and Streicker from Councillor-initiated travel; and
3. Per Diem expenses for all Councillors from Councillor-initiated travel.

4. Nomination to the Yukon Hospital Board of Trustees

A Board of Trustees governs the activities and programs of the Yukon Hospital Corporation. The board consists of the Chief Executive Officer and members who are appointed by the Commissioner in Executive Council. One of the members of the board must be chosen from persons nominated by Whitehorse City Council. Florence Roberts has represented the City on the Board of Trustees for the past three years, and her term of office expires in June. The City needs to nominate a representative for the new term. The Board is once again looking for representatives who are willing to put in the time to be effective members, and Ms Roberts has indicated that she is willing to make that commitment for another term.

Administration clarified that a City nominee is not expected to report back to the City as their representative. The Committee commended Ms. Robert's service on the Board.

RECOMMENDATION

THAT Florence Roberts be nominated as the city representative on the Yukon Hospital Corporation Board of Trustees.

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

Activity reports for the month of March were received from the City Manager, the Director of Corporate Services, and the Business and Technology Systems, Financial Services, and Human Resources Departments.

The City Manager confirmed that performance measures software is being explored and that a Service Capacity Review is planned for May 2013.

6. **In Memory of Doug Gallup** – For Information Only

Mayor Curtis acknowledged the passing of former City Councillor Doug Gallup. Mr. Gallup's service to this City spanned a number of years and included several roles. He began as a volunteer and casual fire-fighter during the 1970's and served four terms as City Councillor from 1984 to 1994. Although he did not seek a fifth term on Council, he continued to advocate before Council on behalf of the citizens of Whitehorse on a range of matters. Mayor Curtis extended Council's condolences to Mr. Gallup's family, and advised that flags at City facilities will fly at half mast for the balance of this week to recognize Doug Gallup's contributions to this community.



Minutes of the meeting of the City Planning Committee

Date: April 2, 2013

Location: Council Chambers, City Hall

Councillor John Streicker – Chair
Councillor Kirk Cameron – Vice-Chair
Mayor Dan Curtis

Present: Councillor Jocelyn Curteanu
Councillor Mike Gladish
Councillor Betty Irwin
Councillor Dave Stockdale

Stan Westby, City Manager
Robert Fendrick, Director of Corporate Services

Staff Present: Brian Crist, Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Pat Ross, Manager of Planning Services

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

1. **Hillcrest Building Height Limits** – For Information Only

Ms. Laura Markle appeared to support the imposition of a lower height limit in the Steelox area. She contended that the previous Council had voted with the neighbourhood and not allowed a design that was a large departure from the consistency of the houses in that area. Ms. Markle questioned the intentions of the developer of the Hillcrest Drive project, and suggested that a possible consideration may be to incorporate additional height using a roofline concept.

Mr. Kirn Dhillon addressed the Committee to support his proposed development in the Steelox area. He noted that privacy is always going to be an issue in a city setting because of the allowable building envelopes in an urban area. He presented drawings of his development concepts and highlighted the enhanced privacy features. Mr. Dhillon noted the new design shows a lower, flatter roofline to accommodate size concerns and stated that more allowable height will allow better sustainability features that make the proposed homes more affordable. Mr. Dhillon stated that the new designs will be made available for review and reiterated that he believes in a sustainable development that will be acceptable to the community.

2. Public Hearing Report – OCP Amendment (Cowley Creek)

This February administration brought forward an Official Community Plan amendment to allow for the relocation of the Yukon Horse and Rider Association (YHRA) and an expansion of the Cowley Creek subdivision. At the public hearing on March 25th, five people appeared to speak to this amendment and 17 written submissions were received. Although some submissions were in favour of the amendment, many raised concerns regarding the proposed access to the YHRA site, the potential impact on existing Cowley Creek residents in terms of increased traffic, and the potential loss of trails and green space for area residents.

A concern expressed by both area residents and Yukon Environment was that the proposed residential expansion area includes steep slopes and zones of awareness for significant wildlife areas. It is proposed that the bylaw be amended at second reading to remove these potentially sensitive areas. Many of the issues raised at public hearing concern matters that would be addressed at the rezoning and subdivision stages if this amendment is approved. A Level One environmental assessment will be conducted on the site to determine the potential for contamination.

The issue of access from the highway is governed by the Yukon Government, and YG supports utilizing the existing Cowley Creek access. This would follow recommendations currently being proposed to limit highway access to arterial and collector roads throughout the Whitehorse corridor. The existing intersection is expected to be sufficient to handle a modest increase in traffic, and future needs could be assessed through the on-going functional planning exercise being carried out for the Alaska Highway corridor through Whitehorse.

If this amendment is not approved, the YHRA will not be able to relocate to the former Speedway site and will need to explore other options, which would potentially impact both next season's operations and the funding opportunities available to the Association.

The Committee discussed traffic control issues and the suggestion was made that not enough options have been presented other than the one which includes residential development. The Committee directed administration to look at different options, including signage and speed solutions, and asked for information regarding the cost to remediate the existing access off the Alaska Highway.

Administration clarified that:

- Any road construction option would be funded from lot sales and not City reserves
- That an allowance for a road access through the cul-de-sac has been allowed for, indicating that future development had been contemplated at some point
- The conditional use approval is in force; however, the Yukon Government is restricting access to the Alaska Highway so the Horse and Rider Association is prevented from moving to the site
- That this is a financial issue and not just a traffic issue
- That this process is being brought forward at this time at Council's request

- That if this is defeated the City will continue to work with the Yukon Horse and Rider Association to find another location; and
- That the Whistle Bend site previously looked at is no longer as desirable due to the residential density in the area.

RECOMMENDATION

THAT Bylaw 2013-11, a bylaw to amend the OCP to allow for the relocation of the Yukon Horse and Rider Association and expansion of Cowley Creek, be brought forward for second reading under the bylaw process; and

THAT Appendix A to Bylaw 2013-11 be amended at second reading to reduce the area of Subject Area B, the proposed Residential – Country designation, to remove the trail connection and slope adjacent to the Cowley Creek riparian area.

3. Lease Agreement – Pioneer Hotel 2 (Shipyards Park)

The Pioneer Hotel 2 is a designated municipal historic site owned by the City of Whitehorse. The building was structurally stabilized and fully restored in 2010, and has since been leased to local organizations. The lease expired last fall, and the City issued a request for proposals to obtain a new lessee. The Yukon Literacy Coalition (YLC) expressed an interest in leasing the building for the 2013 summer season. YLC is a non-profit organization with a mandate to increase literacy and essential skills for Yukon adult learners. The proposal is to establish an outreach and programming space for the Family Literacy Centre that promotes the historical character of the area.

The YLC will offer a public amenity in Shipyards Park. The alternative is to have the building sitting empty and closed to the public for the 2013 summer season. Evaluation of the proposal resulted in a recommendation that a trial lease be granted to the YLC. The Coalition has agreed to the proposed terms of the lease agreement, including the five month lease term and the lease fee.

The Committee asked for more information on the risk of flooding in the area.

RECOMMENDATION

THAT Bylaw 2013-16, a bylaw to authorize a lease agreement with the Yukon Literacy Coalition with respect to the heritage property known as Pioneer Hotel 2, be brought forward for due consideration under the bylaw process.

4. Lease Agreement – Pine Street Tower

The City is in the process of acquiring a parcel of land at the south end of Pine Street in Porter Creek to accommodate a tower for the water utility system. Bell Mobility has approached the City to investigate options for leasing City land to install a communications tower in the same area. Discussions led to a proposal by Bell to enter into a lease with the City for the parcel we are acquiring. A draft agreement is now being brought forward for Council's consideration.

A Bell tower in this area would allow the City to save construction costs by being able to place City SCADA equipment on the Bell tower through the provisions of a lease agreement. The agreement reached is similar to the City's lease arrangement with Bell for a tower in the Selkirk Street area in Riverdale.

Administration confirmed the licence fee for \$1.00 recognizes the City's right to use the pole under the lease. Administration confirmed that the savings to the City will be \$80,000.00 approximately. The pole will look similar to one in MacRae and a rendering of the current proposal will be made available.

It was noted that the Riverdale Bell site was moved from a more dense area to a less dense area. Administration will be attending an upcoming Association meeting on the subject. Electromagnetic risk is not well known; however, it is probably more risk with cell phone use.

RECOMMENDATION

THAT Bylaw 2013-17, a bylaw to authorize a lease agreement with Bell Mobility Inc. for a communications tower at the south end of Pine Street in Porter Creek, be brought forward for due consideration under the bylaw process.

5. Monthly Activity Report - For Information Only

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

Issues Arising from the Activity Reports

Administration confirmed that the upcoming Whistle Bend work is for pre-design for the subdivision; however, the alternative heating options can be accommodated at a later date.



Minutes of the meeting of the City Operations Committee

Date: April 2, 2013

Location: Council Chambers, City Hall

Councillor Kirk Cameron – Chair
Councillor Betty Irwin – Vice-Chair
Mayor Dan Curtis

Present: Councillor Jocelyn Curteanu
Councillor Mike Gladish
Councillor Dave Stockdale
Councillor John Streicker

Stan Westby, City Manager
Robert Fendrick, Director of Corporate Services

Staff Present: Brian Crist, Director of Infrastructure and Operations
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Dave Muir, Manager of Operations

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

1. Preferred Supplier for Transit Bus Purchase

The City currently has a fleet of ten low floor accessible buses, all purchased from Nova Bus and manufactured in eastern Canada. Due to the expansion of late evening service and the addition of Whistle Bend and the Department of Education, the City is looking to purchase an additional bus in 2013 for the implementation of the new service in September. Using a preferred supplier will provide a high degree of standardization and will also be cost effective as it will reduce the inventory of parts required and allow for consistency between apparatus. The purchase of a new bus from a preferred supplier would provide the City with a unit that has a proven record for reliability and acceptance by the user groups, drivers and mechanics. It would also ensure delivery as much as six months in advance of the delivery date from other suppliers. The units previously purchased from the recommended preferred supplier have proven to be extremely reliable to operate and easy to maintain, even in cold weather. Additionally, Nova Bus has provided excellent aftermarket service and access to parts and technical assistance when needed.

Administration confirmed that the original Nova Bus purchase was by tender.

Administration confirmed that the preferred supplier concept will be discussed as part of the policy review now underway.

RECOMMENDATION

THAT the City of Whitehorse designate a preferred supplier for a 40-foot low floor bus, subject to the provision that preferred supplier status can be revoked if:

1. The price is 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 Manager of Operations and the Manager of Transit Services;

AND FURTHER THAT Nova Bus, located in Saint-Eustache Quebec, be designated as the preferred supplier for the supply of a 40-foot low floor bus for the City of Whitehorse.

2. Monthly Activity Reports - For Information Only

Activity Reports for the month of March were received from the Director of Infrastructure and Operations and the Engineering, Environmental Sustainability, Operations and Water and Waste Services Departments.

Issues Arising from the Activity Reports

Administration confirmed that City staff is being consulted as part of the consolidated building review, and a meeting will take place shortly to update Council on the project.

Administration confirmed the work being done on the Robert Campbell Bridge is for additional bike access paths.



Minutes of the meeting of the Community Services Committee

Date: April 2, 2013

Location: Council Chambers, City Hall

Councillor Mike Gladish – Chair
Councillor Jocelyn Curteanu – Vice-Chair
Mayor Dan Curtis

Present: Councillor Kirk Cameron
Councillor Betty Irwin
Councillor Dave Stockdale
Councillor John Streicker

Stan Westby, City Manager

Staff Present: Robert Fendrick, Director of Corporate Services
Brian Crist, 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. Committee Appointments - Recreation Grant Task Force

The Recreation Grant Task Force has been in place since 1998. The Recreation Grant Policy has been updated periodically to accommodate the needs of the task force and facilitate its ability to make recommendations to Council with respect to recreation grant applications. The Task Force consists of eight members, and there are two vacancies at this time. In accordance with the policy, the City advertised for new members and has selected two citizens to fill these vacancies. All appointments to the Task Force must be made by resolution of Council.

Administration confirmed that Task Force members are required to declare a conflict if one exists when reviewing applications. There were only two applicants this time around and that both have an extensive involvement with the community.

RECOMMENDATION

THAT Jane Keopke and Richard Roberts be appointed to the Recreation Grant Task Force for a term to expire on October 31, 2015.

2. Monthly Activity Reports – For Information Only

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

Issues Arising from the Activity Reports

It was confirmed that low water landscaping is being designed for Whistle Bend.

A member noted that Yukon College is excited for the enhanced transit services and looks forward to an agreement.

3. Various Recreation Issues – For Information Only

The Committee asked for more information on the process to develop the CCMARD Terms of Reference and it was clarified that administration is working on developing a group to develop a Terms of Reference and subsequently the Terms of Reference will dictate the CCMARD Committee selection. The Trails and Greenways Committee work is underway and they are currently reviewing the prior meetings. The Pioneer Cemetery re-design is being facilitated by the City for the community to undertake. A new sign will be prepared for the Gilles Lapres Park and there will be a dedication ceremony. Administration confirmed the Sport Tourism Conference is in Ottawa next week and will highlight the many recreation activities across the country, including Whitehorse's upcoming bid for the Haywoods. Administration confirmed that Sport Yukon is the lead on sport tourism in the Yukon. The Director of Community and Recreation Services is the City's lead for sport tourism.

4. Congratulations to Whitehorse Skiers – For Information Only

The Whitehorse Cross Country Ski Team was commended for their outstanding performance at the recent national championships held in Whistler, BC. The entire team consistently placed either on the podium or in the top ten at this event, and is now rated the number four team in the country. The committee congratulated the athletes and the coaching staff of the Ski Team.

There being no further business, the meeting adjourned at 10:25 p.m.