



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	May 21, 2013
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Mike Gladish – Chair Councillor Jocelyn Curteanu – Vice-Chair Mayor Dan Curtis Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron
<b>Staff Present</b>	Brian Crist, Acting City Manager Linda Rapp, Director of Community and Recreation Services Robert Fendrick, Director of Corporate Services Mike Gau, Director of Development Services Pat Ross, Manager of Planning Services

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

1. **Proclamation** – For Information Only

Mayor Curtis proclaimed May 25<sup>th</sup> 2013 to be Jumpstart Day in the City of Whitehorse.

2. **Lease Agreement – Booster Juice at the Canada Games Centre**

The Canada Games Centre has been operating with only one food service provider for over a year. Booster Juice was the successful bidder in response to a call for proposals issued, and a mutually acceptable lease agreement has now been negotiated. Booster Juice recognises Subway's exclusive right to sell sandwiches, salads and wraps and has dropped these items from their usual menu.

Booster Juice is requesting access to their lease premises as of June 1st so that they can begin preparing the space so that they can be open for operation within 60 days. In accordance with the provisions of the *Municipal Act*, a bylaw is required to authorize the lease.

Administration confirmed that Booster Juice is a national chain with a focus on the sale of healthy beverages. They will be located adjacent to the main entrance to the Canada Games Centre. The Committee asked for more information on the ownership of the local franchise.

**Recommendation**

THAT Bylaw 2013-13, a bylaw to authorize a lease agreement with Booster Juice for the provision of food and beverage services at the Canada Games Centre, be brought forward for due consideration under the bylaw process; and

THAT, in accordance with the terms and conditions outlined in the lease agreement, Booster Juice be authorized to access the lease space at the Canada Games Centre as of June 1, 2013 in order to prepare the space for operations.



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

<b>Date</b>	May 21, 2013
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Mike Gladish – Vice Chair Mayor Dan Curtis Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services 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. New Business – For Information Only**

The Committee asked administration to look into concerns received regarding the slope on the south bound side of the roundabout on Mountainview Drive.

The Committee was advised that administration will follow up on a request sent to the Canadian Coalition of Municipalities Against Racism and Discrimination for suggestions regarding membership criteria and terms of reference for the City's advisory committee to advance the common commitments of the Coalition.



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

<b>Date</b>	May 21, 2013
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dave Stockdale – Chair Councillor John Streicker – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Betty Irwin
<b>Absent</b>	Councillor Kirk Cameron
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services 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** – For Information Only

Mayor Curtis commended the Skills Canada events held last weekend at the Canada Games Centre, and wished the participants well in the upcoming national competitions.

The Committee asked for more information regarding the three-day parking passes available for tourists, and specifically asked if Yukon residents from other communities are eligible for these passes.



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

**Date** May 21, 2013

**Location** Council Chambers, City Hall

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

**Absent** Councillor Kirk Cameron

**Staff Present** Brian Crist, Acting City Manager  
Robert Fendrick, Director of Corporate Services  
Linda Rapp, Director of Community and Recreation Services  
Mike Gau, Director of Development Services

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

**1. Write Off Uncollectible Accounts**

The City levies fees and charges for goods and services that, on occasion, cannot be collected for various reasons. In all cases in-house collection procedures have been exhausted and it has been determined that there is little chance of recovery. If these accounts are not written off, they will remain as outstanding receivable items. Generally accepted accounting practices require that receivables that are no longer realizable assets be written off against existing allowances. A bylaw is required to write off such accounts.

**Recommendation**

THAT Bylaw 2013-24, a bylaw to authorize the write-off of uncollectible accounts, be brought forward for due consideration under the bylaw process

**2. Council Appointment to the Canadian Capital Cities Organization**

Council members were appointed to various committees at the beginning of this term of office, and Councillor Stockdale was appointed as the representative to the Canadian Capital Cities Organization. Notwithstanding this appointment, Councillor Gladish attended a recent Canadian Capital Cities meeting on behalf of the City, and has expressed a desire to continue as the City's representative. Councillor Stockdale has indicated his willingness to relinquish this appointment.

**Recommendation**

THAT Councillor Gladish be appointed as the City's representative with the Canadian Capital Cities Organization, for a term to expire on October 31, 2013.

**3. Procedures Bylaw – For Information Only**

Administration confirmed that public input for the proposed new Procedures Bylaw will be held at the regular council meeting on May 27<sup>th</sup>. Based on the type and amount of input received, a Council and Senior Management meeting may be required to discuss potential amendments to the bylaw when it comes forward for second and third reading.

Sandy Helland asked council members to speak directly into their microphones and slow their speech patterns a little to ensure that those watching at home can clearly hear the proceedings or follow the captions provided.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	May 21, 2013
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor John Streicker – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Betty Irwin Councillor Dave Stockdale
<b>Absent</b>	Councillor Kirk Cameron
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Patrick Ross, Manager of Planning Services Mike Ellis, Senior Planner

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

### **1. Public Hearing Report – Zoning Amendment, Hillcrest SteeloX Area**

Bylaw 2013-18 was brought forward in response to requests from Hillcrest residents to have the building height in the SteeloX area restricted in advance of long term plans for the neighbourhood resulting from the Hillcrest Planning process now under way. The bylaw restricts building height in the SteeloX area to a maximum of eight metres, and was given first reading on April 8<sup>th</sup>. Council then implemented interim development controls for the area, which allows administration to deny building permits for projects that conflict with the specifications of the proposed zoning amendment. At the public hearing on May 13<sup>th</sup>, no one was present to address the bylaw. Eight written submissions were received, all in support of the bylaw.

Postponing second reading of the bylaw until the Hillcrest Neighbourhood Plan is complete will allow the interim development control to remain in place until such time as the neighbourhood planning process comes to a conclusion and final recommendations regarding appropriate heights for this area have been identified. This will achieve the intent of the zoning amendment while not pre-assuming the outcome of the planning process.

Administration advised that submissions from the neighbourhood indicate that many residents felt they should have been involved in previous applications at an earlier date. The Planning Department is looking at amending their procedures for the future with this in mind.

### **Recommendation**

THAT second reading of Bylaw 2013-18, a bylaw to amend the zoning of the SteeloX area of Hillcrest to reduce the maximum building height, be postponed pending the completion of the Hillcrest Neighbourhood Plan.

## **2. Zoning Amendment – Miscellaneous Edits**

A new zoning bylaw for the City of Whitehorse was adopted last July. Numerous edits are now proposed to clarify existing regulations and fix errors that have been identified through daily administration of the bylaw. With a bylaw this complex, it is not unusual to have cleanup or housekeeping issues identified after adoption. Several of the proposed amendments are more significant than simple housekeeping, and relate to new regulations added in the 2012 Zoning Bylaw that are proving problematic in their implementation. These are addressed by:

- the addition of new definitions
- modifications to the development permits section
- modifications to some specific use regulations
- adjustments to some accessibility requirements
- changes to certain parking regulations
- allowing statutory road signage
- adjustments to the Residential Downtown zone
- clarification of requirements for escarpment area lots
- the addition of glazing requirements for Mixed Use Commercial zones, and
- increasing minimum lot size in the Service Industrial zone

Other changes, including map amendments, are proposed to address a number of minor housekeeping issues such as typos and incorrect labels.

Administration confirmed that the changes with respect to the accessible and visitable requirements for hotels, motels and multi-residential developments will require a developer to provide one such space for every 20 units. The proposed changes do not impact the building standards for visitable and accessible spaces. Administration also confirmed that the relaxation of front yard setbacks in some zones is designed to allow some flexibility for minor structures such as arctic entries. All other setback restrictions for these zones will still apply.

### **Recommendation**

THAT Bylaw 2013-20, a bylaw to amend the Zoning Bylaw with respect to numerous miscellaneous edits, be brought forward for due consideration under the bylaw process.

### **3. Heritage Restoration Incentive Policy**

The Heritage Fund is maintained through annual transfers budgeted by Council. The Heritage Incentive Policy was created in 2002 to provide incentives for the retention and rehabilitation of heritage resources, and included procedures for the application and administration of heritage incentives. As part of the review of all City policies now under way, changes to the Heritage Incentives Policy are being brought forward so that they may be implemented in time for this construction and restoration season. Further amendments may be brought forward at a later date when other bylaws and policies are reviewed. Based on the existing policy, changes are proposed to increase funding emphasis on heritage restoration, reflect current construction costs, renew eligibility every ten years, and restrict eligibility to the restoration, enhancement and renovation of heritage properties. In accordance with the new focus, a new name is also proposed. The existing policy will be rescinded upon adoption of this policy.

#### **Recommendation**

THAT the Heritage Restoration Incentive Policy dated May 2013 be adopted as presented.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	May 21, 2013
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Larry Shipman, Acting Manager of Engineering Services Glenda Koh, Environmental Coordinator

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

### **1. Contract Award – Traffic Signals at Hospital Road/Lewes Boulevard**

The Riverdale Traffic Impact Study commissioned by the City in 2011 recommended the installation of traffic signals at the intersection of Hospital Road and Lewes Boulevard. This will alleviate side street vehicle delays in Riverdale and accommodate anticipated increases in traffic due to the addition of a nursing residence and other developments in Riverdale. Two contracts will be awarded to complete the installation of traffic signals at the Hospital Road intersection. Thirteen companies picked up the tender documents issued for the underground portion of the project and three bids were received. The tender review committee unanimously agreed that the low bidder is familiar with the scope of the project and has the knowledge and skills to complete the work.

Administration confirmed that a roundabout is best suited to traffic that is balanced rather than predominately north-bound in the morning and south-bound in the afternoon as is the case with Riverdale traffic patterns. The second tender to complete the surface portion of this project will be coming forward shortly, and the signals are scheduled to be in operation by the end of August.

## **Recommendation**

THAT the contract for the Underground and Surface Works portion of the Traffic Signalization Project for the intersection of Hospital Road and Lewes Boulevard be awarded to Skookum Asphalt Ltd. for a net cost of \$195,955.00.

## **2. Contract Award – Transportation Demand Management Plan**

A Request for Proposals was issued for the preparation of a Transportation Demand Management Plan. The objectives of the plan are to:

- Reduce single occupancy vehicle trips throughout the city;
- Reduce greenhouse gas emissions caused by transportation;
- Increase transit use, walking, cycling, winter-active commuting, and car-pooling;
- Encourage sustainable transportation; and
- Reduce demand for infrastructure associated with vehicle travel.

The plan is intended to provide actionable recommendations for new and existing policies, programs, infrastructure, and incentives that encourage more sustainable transportation choices. It is also intended to engage partners and stakeholders and encourage support for these initiatives.

Seven proposals were received in response to the request for proposals, two of which did not meet specifications and one of which did not achieve the technical evaluation threshold. The proposal review committee has recommended the team with the highest total evaluation score. The recommended contractor has successfully completed other projects for the City and has strong relevant experience.

Administration confirmed that points were given for local firms in accordance with the consulting services selection procedures policy. It was also confirmed that the idea of the plan is to develop and implement strategies to change people's attitudes to transportation. The principal target for the plan will be areas with the potential for the most impact, such as commuting routes.

## **Recommendation**

THAT the contract for the development of the Transportation Demand Management Plan be awarded to Boulevard Transportation Group for a net cost of \$71,340.00.

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