



Minutes of the meeting of the Community Services Committee

Date	June 4, 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	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 Clive Sparks, Acting Director of Infrastructure and Operations

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

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

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

The Committee asked for more information on the launch date for the Whitehorse History Book..

Administration confirmed that:

- Booster Juice is expected to begin operations at the Canada Games Centre by September 1st;
- Enhanced transit service will begin this September; and
- The Pioneer Cemetery Project is an initiative of the Yukon Order of Pioneers, the Royal Canadian Legion, and the RCMP to clean up the grounds, and provide interpretive signage and other amenities.

2. Electronic Sign – For Information Only

A Committee member suggested that the installation of an electronic billboard to announce events may be desirable as a service to the community. Administration confirmed that this idea has been proposed in previous budgets, and may be examined again in conjunction with the Festivals and Events applications.



Minutes of the meeting of the Public Health and Safety Committee

Date	June 4, 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	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 Clive Sparks, Acting Director of Infrastructure and Operations

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

1. Downtown Safety – For Information Only

Sandy Helland asked Council to consider reducing the speed in the downtown area to 40 kilometres per hour as a safety issue. Administration confirmed that territorial legislation sets the speed limit within the municipality at 50 kilometres per hour unless otherwise specified by the City's Traffic Bylaw.

2. Monthly Activity Reports – For Information Only

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



Minutes of the meeting of the Tourism and Economic Development Committee

Date	June 4, 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	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 Clive Sparks, Acting Director of Infrastructure and Operations

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

1. **New Business** – For Information Only

Councillor Cameron provided an update on his recent attendance at the Haines Port Development Council meetings. He noted that the Alaskans are particularly interested in the development of a rail link from Alberta to Alaska, and this would be advantageous to the Yukon as well.

Committee members highlighted upcoming events, including:

- The annual Seniors Tea on June 5th at the Kwanlin Dün Cultural Centre
- The Kids Triathlon this weekend at the Canada Games Centre
- The Yukon Kennel Club Dog Show this weekend at the Mount McIntyre Recreation Centre
- The inaugural Air North flight to Kamloops on June 6; and
- The City's Business After Hours at Mount McIntyre on Thursday, June 6th.



Minutes of the meeting of the Administrative Services Committee

Date	June 4, 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	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 Clive Sparks, Acting Director of Infrastructure and Operations

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

1. Report on Public Input – Procedures Bylaw

A public input session was scheduled to hear from interested parties with respect to a proposed new Council Procedures Bylaw. Two persons appeared to speak to the bylaw, and four written submissions were received. Two submissions opposed changing the start time of meetings, and a variety of minor issues not addressed in the bylaw were also brought forward. The primary concern involved the restriction of public input after a public hearing has been declared closed. The proposed bylaw accords with judicial rulings on the subject. The courts have ruled that where a public hearing has been held in connection with a proposed bylaw, the municipal council must not hear further submissions or representations from interested parties in the absence of other interested parties.

Additional concerns were raised about the availability of agenda packages in advance of the meetings, but no changes are proposed with respect to this practice. Current practice allows council to be in possession of the information without lobbying or interference before the items to be discussed are introduced in an open meeting.

Administration is recommending amendments to the delegation and public hearing sections of the bylaw to clarify the time frame for delegates to respond to questions from Council members.

One delegate suggested that second and third reading of bylaws should not take place at any one meeting. The *Municipal Act* requires three readings for every bylaw, with the restriction that only two readings may take place at any one meeting. Council may wish to consider adding a requirement that second and third reading not take place at the same meeting.

Committee members discussed the issues surrounding the receipt of new information after a public hearing has been declared closed and the possible need for an additional public hearing. Administration confirmed that council members normally receive numerous comments and opinions from citizens encountered in their daily interactions. Accordingly, if a council member feels that the opinions expressed amount to new information on the subject, they may make a motion at a regular meeting to have an additional public hearing. The Committee stressed the need to ensure that the citizens are informed on the public input process. The Committee also discussed the advisability of publishing the agenda package in advance of the meetings.

Recommendation

THAT Bylaw 2013-22, a bylaw to provide rules governing the proceedings of council and the transaction of the business of council, be brought forward for second and third reading under the bylaw process; and

THAT the bylaw be amended at second reading to clarify the five-minute restrictions with respect to delegations.

2. Strategic Plan 2013 – 2015

Since 1992, the City of Whitehorse has been involved in a strategic planning process involving Council, staff and the public. With increasing demands on limited dollars, a strategic plan is intended to provide a framework for administration to use as a reference when it brings recommendations forward, and for Council to use as a reference in making decisions. Consistent with the strategic planning process framework, the corporate strategic plan also provides for ongoing review and update of the plan during each Council's term of office. The Committee commended all involved in the development of the plan.

Recommendation

THAT the 2013 – 2015 City of Whitehorse Strategic Plan be adopted as presented.

3. Monthly Activity Reports – For Information Only

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

The Committee reiterated a desire for an open budget process that involves citizen input.

Administration confirmed that work on the alternative revenue generation project has begun and is expected to be completed in six to eight weeks. It was noted that important research in this regard has been done by the Government of Yukon and will be provided to the City.



Minutes of the meeting of the City Planning Committee

Date	June 4, 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	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 Clive Sparks, Acting Director of Infrastructure and Operations Patrick Ross, Manager of Planning Services

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

1. Lease – Downtown Urban Gardeners Society

The Downtown Urban Gardeners Society (DUGS) is a non-profit society that has been operating a community garden in the downtown core since 1998. The previous lease agreement between DUGS and the City expired in 2008, and DUGS has continued to operate pursuant to an over-holding clause of their previous lease. Administration is now bringing forward a new lease agreement for Council's approval. The new lease is for a ten-year term with an annual rental fee of \$10.00. DUGS will be expected to bear all other costs associated with the operation and maintenance of the leased area.

Administration confirmed that the requirement for liability insurance is a new addition to the lease agreement and will be required for all leases with non-profit societies.

Recommendation

THAT Bylaw 2013-29, a bylaw to authorize a lease agreement with the Downtown Urban Gardeners Society, be brought forward for due consideration under the bylaw process

2. Zoning Amendment – Yellow Truck Quarry

Yellow Truck Excavating has applied to rezone 14 hectares of vacant Commissioner's Land adjacent to the Copper Haul Road to allow for the development of a gravel quarry operation. The subject area is located northwest of the former Whitehorse Copper mine site, and is approximately one kilometre from the nearest residence and from McLean Lake. The lease application submitted to the Government of Yukon triggered a review by the Yukon Environmental Socio-Economic Assessment Board (YESAB). As a condition of the lease application, the proponent is required to have the property rezoned for quarry use. The proposed quarry zone is consistent with the Official Community Plan, and the requirements of the Zoning Bylaw with respect to quarry operations will be enforced as conditions of a development permit if the rezoning is approved. Administration confirmed that alternative sites for quarries are being explored now that the decision has been made not to proceed with the development of quarries in the Stevens Area.

Recommendation

THAT Bylaw 2013-28, a bylaw to change the zoning of a parcel of land on the Copper Haul Road to allow for the development of a gravel quarry, be brought forward for due consideration under the bylaw process.

3. Monthly Activity Reports – For Information Only

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

Administration confirmed that:

- The building statistics show that overall activity is down compared to the past two years.
- The proposed economic development position will be responsible for the project management of initiatives.



Minutes of the meeting of the City Operations Committee

Date	June 4, 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	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 Clive Sparks, Acting Director of Infrastructure and Operations Dave Albisser, Manager of Water and Waste Services Dave Muir, Manager of Operations

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

1. Budget Amendment – Sixth and Main Improvements Project

Last year, Evergreen Homes approached the City with a proposal to improve the streetscape where the boulevard fronts their new condo building at the corner of Sixth Avenue and Main Street. The proposal was for a fifty percent cost-sharing arrangement for the installation of an improved sidewalk, decorative street lighting, flower planters and landscaping. A capital project was submitted to the budget process but was not approved at the time. Evergreen Homes has once again submitted their proposal to the City. They have worked with City staff to develop a design that meets City standards for pedestrian and traffic flow, sight lines, landscaping, and aesthetics. Evergreen is willing and able to manage the project and submit the expenses for 50% reimbursement if the project is approved. If the project is approved, annual maintenance costs will also have to be factored in. Amendments to both the capital and operating budgets will be required to authorize this project.

Joe Glin of Evergreen Homes and Construction addressed the Committee in support of the proposal and noted that the design is consistent with the rest of the Downtown area. The Committee commended the developer on the project.

Recommendation

THAT the 2013 Capital Budget be amended by adding a new project 240c00713, Sixth and Main Improvements, funded in the amount of \$70,000.00 from the Capital Reserve; and

THAT the 2013 – 2015 Operating Budget be amended in the amount of \$11,000.00 for the annual maintenance of the Sixth and Main Improvements, funded from Parks and Trails Operating Account #7402050; and

THAT the City Manager be authorized to execute an agreement with Evergreen Homes and Construction with respect to the shared funding and performance of the work for the Sixth and Main Improvement Project, as outlined in the proposal letter received May 14, 2013.

2. Contract Award – 2013 Asphalt Overlay Project

The Asphalt Overlay Program has been an integral part of the City’s road rehabilitation program since 1996. The purpose of the program is to resurface at the critical point before a road regresses to the reconstruction stage. It is based on the concept that early maintenance will maximize the service life of the pavement. Two bids were received in response to the tender issued for the 2013 project, but one was rejected as incomplete. The evaluation team unanimously agreed that the sole remaining bidder is familiar with the scope of the work and has the skill and experience to complete the work successfully.

Rick Savage of CastleRock Enterprises addressed the Committee to state the opinion that their bid should not have been rejected. He noted that CastleRock has invested in equipment that allows them to compete for these projects, and their ability to do so has resulted in a significant decrease in the overall price for asphalt work. Mr. Savage stated that CastleRock was the low bidder, and being rejected on this contract could impact the company’s future ability to provide less expensive service in the future. Administration confirmed that the tender price is not considered if the bid is not compliant with the tender specifications.

Recommendation

THAT the construction contract for the 2013 Asphalt Overlay Project be awarded to Skookum Asphalt Ltd. for a net cost to the City of \$867,084.50.

3. Contract Award – Compost Equipment

The 2013 Capital Budget includes funding for the purchase of three pieces of equipment to increase the capacity of the compost facility and create a high quality finished product. One bid was received for each of two specialized pieces of equipment. Both bids met the technical specifications and were within the budgeted amount for this project. Three bids were received for the supply of a heavy duty front end loader. The

review committee unanimously agreed that the low bidder met the technical specifications and was within the approved budget. This equipment has been approved for Gas Tax funding.

Recommendation

THAT the contract for the supply of one Industrial Trommel Screener be awarded to Vermeer Canada of Edmonton, Alberta in the amount of \$213,150.00; and

THAT the contract for the supply of one Enviro-Processor be awarded to Transforms Compost Systems of Abbotsford, B.C in the amount of \$98,125.00; and

THAT the contract for the supply of one Heavy Duty Front-End Loader be awarded to Inland Kenworth/Parker Pacific of Whitehorse, Yukon in the amount of \$264,816.00.

4. Contract Award – Trucks

The capital budget includes funds for the replacement of two trucks for the Water and Waste Services Department in accordance with the Equipment Replacement Policy. One bid was received in response to the tender issued. The sole bid is within budget and meets tender specifications for each unit. The units being replaced will be disposed of in accordance with the equipment disposal process.

The Committee asked for additional details regarding the life cycle of vehicles and equipment and the types of options being considered. In response to queries regarding the existing policies, administration confirmed that a fleet management policy is being developed and it is anticipated that it will be brought forward this year.

Recommendation

THAT the contract for the supply of one one-ton truck, complete with options as specified, be awarded to Whitehorse Motors for a total cost of \$70,587.00; and

THAT the contract for the supply of one ¾-ton truck, complete with options as specified, be awarded to Whitehorse Motors for a total cost of \$65,713.00.

5. Contract Award – Heavy Equipment

The 2013 capital budget includes funds for a dump truck, a grader, and a heavy-duty front-end loader. The dump truck and grader are replacement units in accordance with the Equipment Replacement Policy and the old units will subsequently be disposed of as per the Equipment Disposal Policy. The new loader is an addition to the fleet and is required to conduct maintenance operations in accordance with established policies. In response to the tenders issued, one bid was received for the dump truck and three bids were received for the grader and the loader. The sole bid for the dump truck met all specifications and is within the approved budget. For the other two units, once the review committee determined that all specifications were met, the base unit price was used to determine the successful bidder.

Recommendation

THAT the contract for the supply of one new dump truck, complete as specified, be awarded to Inland Kenworth/ Parker Pacific in the amount of \$179,282.00; and

THAT the contract for the supply of one new grader, complete as specified, be awarded to Inland Kenworth/ Parker Pacific in the amount of \$257,692.00; and

THAT the contract for the supply of one new heavy-duty front-end loader, complete as specified, be awarded to Inland Kenworth/ Parker Pacific in the amount of \$242,649.00.

6. Contract Award – Light Duty Vehicles

The 2013 capital budget includes funds for eight light-duty vehicles required to provide the City with the necessary equipment to carry out its mandate in the provision of public services. Six vehicles are replacement units in accordance with the Equipment Replacement Policy, and the replaced units will subsequently be disposed of through the equipment disposal process. Two bids were received in response to the tender issued, and once the review committee determined that the minimum requirements and tender specifications were met, the base unit cost was used to determine the successful bid.

Recommendation

THAT the contract for the supply of one new ¾-ton Regular Cab Pickup, complete as tendered, be awarded to Metro Chrysler in the amount of \$26,075.00; and

THAT the contract for the supply of three new ¾-ton Extended Cab/Crew Cab Pickups, complete as tendered, be awarded to Whitehorse Motors in the amount of \$96,059.00; and

THAT the contract for the supply of two new half-ton Extended Cab 4x4s, complete as tendered, be awarded to Whitehorse Motors in the amount of \$63,712.00; and

THAT the contract for the supply of one new compact SUV, complete as tendered, be awarded to Whitehorse Motors in the amount of \$30,076.00; and

THAT the contract for the supply of one new full-size van, complete as tendered, be awarded to Whitehorse Motors in the amount of \$39,473.00

7. Monthly Activity Reports – For Information Only

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

8. Notice of Motion – For Information Only

Councillor Cameron presented a Notice of Motion as follows:

WHEREAS the policies of this government give no capacity to Council to exercise judgement on the award of contracts where there are significant economic advantages to Whitehorse; and

WHEREAS the citizens of the City of Whitehorse elected this Council to exercise judgement to ensure that maximum benefits do accrue to its citizens; and

WHEREAS there are a number of decisions anticipated over the next number of weeks and months on contract awards; and

BE IT RESOLVED THAT the contract policies and procedures that are now under review by administration be fast-tracked to come before Council at the earliest opportunity as a top priority; and

THAT the review include the issue of maximizing economic opportunities for Whitehorse Citizens and companies that have a presence in this City; and

THAT the policies and procedures include the option to allow Council to exercise judgement over contract awards, taking into account economic value to the community, and replacing the only options to “accept or reject”.

There being no further business, the meeting adjourned at 10:15 p.m.