



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	June 17, 2013
<b>Location</b>	Council Chambers, City Hall
	Councillor Mike Gladish – Chair Councillor Jocelyn Curteanu – Vice-Chair
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Kirk Cameron Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
<b>Staff Present</b>	Brian Crist, Acting City Manager Linda Rapp, Director of Community and Recreation Services Robert Fendrick, Director of Corporate Services Wayne Tuck, Acting Director of Development Services Clive Sparks, Acting Director of Infrastructure and Operations

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

### **1. Response to Great Northern Ski Society Funding Request**

Despite a common misperception, funding support directly from Whitehorse taxpayers to Mount Sima has been relatively small over the years and has been restricted to applications through the City's grant processes. This is consistent with the process for every other recreational group in Whitehorse. However, Mount Sima has received extensive capital funding from various government infrastructure funds, the Community Development Fund, and two Games host societies. The ski hill has also received significant sponsor support. With that support, Mount Sima has become a prominent community recreational facility. Nonetheless, due to financial difficulties and a request for funding support, the facility has become a divisive issue for the community.

Two stakeholder summits were recently held to discuss the situation, the operations at Mount Sima and the options for the Great Northern Ski Society as the group that runs the facility. The Society subsequently reviewed the summit materials and findings and drafted a business plan. After reviewing the proposed business plan, Council directed administration to review three scenarios for Mount Sima, including the respective financial requirements for each scenario, as well as options to secure the chairlift asset. Under the proposed business plan, the City's commitment would require immediate

funding from the City's reserves, which could ultimately end up being funded through taxes and/or service cuts.

Committee members expressed a lack of confidence in the information presented and raised concerns about supporting the various scenarios due to the financial burden. The suggestion was made that it may be less costly than has been estimated to have the facility in a dormant state for a period of time, and this may be a preferable option.

Administration confirmed that:

- ownership of the chairlift is important because of the possibility of unsecured creditors wishing payment of accounts and possibly attaching claims
- there are a number of sub-scenarios that could see limited operations; however, the associated costs would have to be carefully analyzed before commitment
- other options that could be explored would include a multi-prong approach that could include fund-raising and other funding models
- Mount Sima is predicting a \$268,000.00 short-fall for the 2013/2014 season, but the Society has indicated that they will be looking for ways to reduce that amount
- the Great Northern Ski Society would not be able to dissolve with outstanding debts, and that is why the payment of debts was included in the analysis presented to the Committee

The Committee discussed options regarding the potential of selling the chairlift, but noted that those are options for future consideration. The current decisions relate to the financial requirements for the City under the proposed business plan that has been presented, and the payment of the account to Doppelmayr to secure the chairlift as an asset to the City.

### **Recommendation #1**

THAT the financial requirements outlined in the Great Northern Ski Society business plan be rejected.

### **Recommendation #2**

THAT the 2013 Capital Budget be amended to include the Mount Sima project, a project to secure the chairlift by making the final payment owing to Doppelmayr in the amount of \$192,221.00, funded from the General Reserve.

## **2. New Business – For Information Only**

Mayor Curtis commended David Lister and Denis Godin for their recent success at the Skills Canada competitions. David Lister came home with the silver medal in Mechanical CADD, and Denis Godin will represent Canada in Mechanical CADD at the World Skills Competition this October in Germany.



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

<b>Date</b>	June 17, 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 Kirk Cameron Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Wayne Tuck, Acting Director of Development Services Clive Sparks, Acting Director of Infrastructure and Operations Kevin Lyslo, Acting Fire Chief

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

### **1. Emergency Measures Bylaw**

The current Emergency Measures Bylaw was adopted in 1998. Since that time there have been changes to the *Municipal Act* and to how the City responds administratively to an emergency situation. In keeping with current practice, administration is bringing forward a new bylaw rather than recommending amendments to the existing bylaw.

Administration confirmed that the changes are entirely housekeeping in nature and are being brought forward due to legislation changes. Administration also confirmed that the emergency team plan follows a similar approach to the approach used in the past.

### **Recommendation**

THAT Bylaw 2013-36, a bylaw to provide for the establishment of a Civil Emergency Measures Commission and an Emergency Measures Plan, be brought forward for due consideration under the bylaw process.



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

<b>Date</b>	June 17, 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 Kirk Cameron Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Betty Irwin
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Wayne Tuck, Acting 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

The Committee asked for more information on the Planning Department's on-going work with the Yukon Government on a proposal to fund a City Economic Development position.



## Minutes of the meeting of the Administrative Services Committee

<b>Date</b>	June 17, 2013
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Councillor Dave Stockdale – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor John Streicker
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Wayne Tuck, Acting Director of Development Services Clive Sparks, Acting Director of Infrastructure and Operations Valerie Anderson, Manager of Financial Services

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

### **1. 2012 Financial Statements**

The City's Auditors have completed their review of the 2012 Financial Statements, schedules and notes. They confirm that these statements present fairly the financial position of the City of Whitehorse as at December 31, 2012. It should be noted that one of the results of the Public Sector Accounting Board rules is that a greater emphasis is placed on the consolidated statement of financial position, which shows the long-term fiscal health of the municipality.

As the Water and Sewer services of the City are operated as a separate utility, it is necessary to break out the operating costs. In order to maintain the separation between taxpayer-funded activities and the operations of the utility, the deficit must be funded by rate payers. This will be done by a transfer from the Water and Sewer reserve in 2013 and passed on to rate payers when the 2014 rates are established.

Administration confirmed that:

- A deficit in the Water and Sewer fund was mainly caused by a re-statement of costs due to the organizational review changes and the associated movement of costs from the General Fund to the Water and Sewer fund
- The accumulated surplus of the City, which is quite large, is mainly contained and reflected in the value of the City's tangible capital assets
- The City completes the journal entries, transfers and confirmations for the financial statements in April, and they are then audited by an independent auditor in time for the legislated submission date of June 30<sup>th</sup>
- The general surplus reflects the City's cash flow and the associated ability to pay accounts payable
- The Development Cost Charge Reserve is used for growth-related capital spending;
- Statement 4 reflects the use of cash to fund capital expenditures; and
- The financial statements are prepared in accordance with national standards set out by the Public Sector Accounting Board.

### **Recommendation**

THAT the audited City of Whitehorse 2012 Financial Statements be adopted as presented; and

THAT the Water and Sewer Fund deficit of \$414,366.00 be funded from the water and sewer reserve.

## **2. Grants for Municipal Charges and Community Service**

Each year Council allocates funds under the Community Service Grants Policy to assist non-profit, religious and/or charitable organizations in the payment of municipal property taxes and utilities. In addition, Council has established a policy of granting property taxes and other specific municipal charges to non-profit charitable and/or recreational organizations that lease municipally owned property. Council has also historically deemed museums, the Humane Society and the Downtown Urban Garden Society to be special cases warranting the granting of taxes and other municipal charges. Last year's list of approved recipients has been amended by the addition of Yukon Learn Society of Whitehorse and the deletion of five organizations that either did not apply or did not re-affirm their eligibility for this year. Applications exceed the funds allocated in the 2013 operating budget for this purpose. Accordingly, administration is recommending that all grant allocations be reduced by 12% in order to stay within budget constraints.

Administration confirmed that council can amend the budget to fully fund the amount requested by these organizations. There is no doubt that these groups will definitely feel the effect of the recommended reduction, but the extent of that effect on individual groups is unknown. Administration confirmed that all previous grant recipients were

advised in writing last year that they would have to adjust their budgets in anticipation of a lesser grant amount this year.

The Committee asked for more information regarding the potential impact of the reduction on the applicants.

### **Recommendation**

THAT Bylaw 2013-27, a bylaw to authorize grants for municipal charges and community services for the year 2013, be brought forward for due consideration under the bylaw process.

### **3. Amend Fees and Charges Bylaw**

As part of the annual budget preparation process, the Financial Services Department compiles a list of additions and amendments to the Fees and Charges Bylaw. These amendments are brought forward on a quarterly basis for mid-year amendments as required operationally. The changes proposed at this time include fees reflecting the new Business License Bylaw as well as changes to various facilities fees.

Administration confirmed that:

- all the fees and charges are contained in one consolidated bylaw to avoid opening up individual bylaws on a continuing basis just to amend fees and charges
- proposed changes to facility fees have been discussed with facility user groups; and
- for the changes to the business license fees and charges, there is a communications strategy in place to give businesses notice that on their next renewal there will be changes or additions

The Committee commended keeping the rates consistent with the private sector and creating a level playing field.

### **Recommendation**

THAT Bylaw 2013-32, a bylaw to amend the Fees and Charges Bylaw, be brought forward for due consideration under the bylaw process; and

THAT the 2013 operating and maintenance budget, and the 2014 and 2015 provisional operating and maintenance budgets, be amended to increase budgeted revenues in the amounts of \$55,230.00, \$113,180.00 and \$123,180.00 respectively to reflect the changes in the Fees and Charges Bylaw.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	June 17, 2013
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor John Streicker – Chair Councillor Kirk Cameron – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Betty Irwin Councillor Dave Stockdale
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Wayne Tuck, Acting 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. Public Hearing Report – Zoning Amendment, 900 Range Road**

The Whitehorse Baptist Church has applied to rezone the property located at the intersection of Mountainview Drive and Range Road to allow for the construction of a large church, a residential component, and a child care facility. The proposed zoning would accommodate an increased height limit for the church, and would also address the unique configuration of the lot that essentially divides it into two developable portions. There was no one present to address the bylaw at public hearing. One letter was received from the Kwanlin Dün First Nation raising concerns regarding drainage resulting from future development of the property. Drainage is a key factor in the review of development applications, which will follow in due course if the rezoning is approved. Administration confirmed that drainage issues can be addressed as part of the Range Road repairs, and that the road will be able to accommodate the additional traffic load.

### **Recommendation**

THAT Bylaw 2013-25, a bylaw to amend the zoning of Lot 1547, located at 900 Range Road, to allow for the development of a church and related projects, be brought forward for second and third reading under the bylaw process.

## **2. Public Hearing Report – Zoning Amendment, 227 Moraine Drive**

The lot located at 227 Moraine Drive in the Whitehorse Copper Subdivision was initially reserved for a school. The site is no longer required for a school, and the Government of Yukon has applied to rezone the parcel to allow for the development of up to three country residential lots. There was no one present to address the bylaw at public hearing. Two written submissions were received, both opposed to the bylaw. Issues raised included loss of the school and potential community space, and a concern that increased residential development would devalue the quality of life for current residents. The Department of Education has confirmed that a school in the Whitehorse Copper neighbourhood no longer fits the goals of the Department. The potential intensity of residential use at this site would have significantly less impact on the local area compared to a school, especially with respect to noise, traffic, demand on the local aquifer, and on-site tree clearing. Administration confirmed that current residents of the area were aware that there would be future development on the subject lot when they purchased their properties.

### **Recommendation**

THAT Bylaw 2013-26, a bylaw to change the zoning of the lot located at 227 Moraine Drive in the Whitehorse Copper Subdivision to allow for the development of up to three new country residential lots, be brought forward for second and third reading under the bylaw process.

## **3. Zoning Amendment – Yukon Women’s Transition Home Society**

The Yukon Women's Transition Home Society has applied for a zoning amendment for the property located at the corner of Hoge Street and Fourth Avenue in the Downtown area. The Society offers safe shelter at this location for vulnerable individuals fleeing violence and abuse. The intent of the amendment is to allow for an increase to the maximum fence height allowance in the front yard facing the Hoge Street portion of the property. A higher fence will allow residents to enjoy their outside courtyard without compromising their safety and security. The proposed fence would be a deviation from the intent of existing policy under the Official Community Plan, but the effects could be minimized by additional landscaping. The Society has also requested that the fee for the zoning amendment application be granted back in recognition of their status as a not-for-profit society.

Administration confirmed that the applicant also applied for an encroachment onto City land to allow for an enlarged front yard. However, such encroachments are against City policy and are not supported by administration due to the location of City utilities in the encroachment area. The Committee asked administration to investigate options that may be possible to accommodate the applicant with respect to this encroachment request.

**Recommendation**

THAT Bylaw 2013-33, a bylaw to change the zoning of the property located at the northeast corner of Hoge Street and Fourth Avenue to allow for a maximum fence height of 2.13 metres in the front yard, be brought forward for due consideration under the bylaw process; and

THAT the \$900.00 re-zoning application fee be granted back to the Yukon Women's Transition Home Society.

**4. Lease Agreement – Whitehorse Rifle and Pistol Club**

The Whitehorse Rifle and Pistol Club has been operating a rifle and pistol range in the City for more than 50 years, and has been located on Grey Mountain since 1988. The previous lease agreement between the Club and the City expired in 2005, and the Club has been operating pursuant to an over-holding clause of their lease since that time. Administration is now bringing forward a new lease agreement for Council's approval. The lease is for a ten-year term with an annual rental fee of \$10.00. The Rifle and Pistol Club will be expected to bear all other costs associated with the operation and maintenance of the leased area. The new lease includes a requirement for liability insurance in accordance with the Lease, Encroachment and Property Use Policy.

Administration confirmed that simple membership in a club does not constitute a conflict for a council member when council is dealing with an issue respecting that club. However, before voting on such an issue, council members are required to declare openly that they are members of the club in question.

**Recommendation**

THAT Bylaw 2013-31, a bylaw to authorize a lease agreement with the Whitehorse Rifle and Pistol Club, be brought forward for due consideration under the bylaw process.

**5. Lease Agreement – Biathlon Yukon**

Biathlon Yukon has operated a biathlon training and recreation facility on Grey Mountain since 1987. The previous lease agreement between Biathlon Yukon and the City expired in 2008, and they have been operating pursuant to an over-holding clause of their lease since that time. Administration is now bringing forward a new lease agreement for Council's approval. The lease is for a ten-year term with an annual rental fee of \$10.00. Biathlon Yukon will be expected to bear all other costs associated with the operation and maintenance of the leased area. In accordance with the Lease, Encroachment and Property Use Policy, the new lease includes a requirement for Biathlon Yukon to maintain liability insurance.

**Recommendation**

THAT Bylaw 2013-30, a bylaw to authorize a lease agreement with Biathlon Yukon, be brought forward for due consideration under the bylaw process



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	June 17, 2013
<b>Location</b>	Council Chambers, City Hall
	Councillor Kirk Cameron – Chair Councillor Betty Irwin – Vice Chair
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale Councillor John Streicker
<b>Staff Present</b>	Brian Crist, Acting City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Wayne Tuck, Acting Director of Development Services Clive Sparks, Acting Director of Infrastructure and Operations Dave Muir, Manager of Operations

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

### **1. Contract Award – Range Road BST Project**

As part of the construction of Whistle Bend, Range Road North was excavated to install a water main and a large river structure for the crossing of McIntyre Creek. The 2013 Bituminous Surface Treatment Range Road North Project will return the roadway between the bus loop and Whistle Bend Way back to its original surface. Only one bid was received in response to the tender issued for this project. The review committee unanimously agreed that the sole bidder is familiar with the scope of the work and has the skills and ability to conduct the work successfully.

### **Recommendation**

THAT the Range Road North Bituminous Surface Treatment construction contract be awarded to Skookum Asphalt Ltd. for a cost to the City of \$143,560.00.

There being no further business, the meeting adjourned at 9:37 p.m.