



Minutes of the meeting of the City Operations Committee

Date	November 18, 2013
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dave Stockdale – Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
Absent	Councillor Jocelyn Curteanu
Staff Present	Brian Crist, 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 Operations

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

1. **Sewer and Storm Utility Bylaw**

The existing Sewer and Water Bylaw was subjected to a comprehensive review due to changes in the regulatory environment and industry best practices. The review process led to the creation of two separate bylaws to provide clarity and ease of use. The proposed new Sewer and Storm Utility Bylaw incorporates model bylaw clauses developed to help Canadian municipalities manage sewer and storm systems more efficiently and aid in establishing a consistent approach to environmental protection. The proposed bylaw has undergone substantial review from service contractors and the general public, as well as a comprehensive legal review.

Administration confirmed that minimal funding will be required to ensure that the City is compliant with the new bylaw, and that an analysis will be done to determine the best method to implement storm drainage on City properties. An education campaign will be initiated to raise public awareness of the new bylaw, but the changes will impact contractors more than the public. The Committee commended the proposed bylaw

Recommendation

THAT Sewer and Storm Utility Bylaw 2013-56 be brought forward for due consideration under the bylaw process

2. Water Utility Bylaw

As part of the comprehensive review of the existing Sewer and Water Bylaw, a new bylaw is being brought forward to deal with the Water Utility as a separate issue. The proposed new Water Utility Bylaw incorporates clauses developed to help Canadian municipalities manage water systems more efficiently and create a consistent approach to environmental protection. The new bylaw also incorporates recent changes in operating practices within the City aimed at reducing system operating costs and clarifying responsibilities. The proposed bylaw was reviewed by service contractors and the general public, and was also given a legal review.

Administration confirmed that the proposed bylaw requires all new construction to use re-circulation systems for frost protection. The improved standards will extend the life of the existing systems and reduce failures, thereby reducing long-term costs.

Recommendation

THAT Water Utility Bylaw 2013-57 be brought forward for due consideration under the bylaw process



Minutes of the meeting of the Community Services Committee

Date	November 18, 2013
Location	Council Chambers, City Hall
Committee Members Present	Councillor Kirk Cameron – Chair Councillor Mike Gladish – Vice-Chair Mayor Dan Curtis Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
Absent	Councillor Jocelyn Curteanu
Staff Present	Brian Crist, 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. **New Business** – For Information Only

The Committee commended Parks and Recreation and Bylaw staff for the excellent work done on Remembrance Day and at Spruce Bog.

The public was advised that Yukon Electric has done some clearing at the west end of Hawkins Street and has cut some of the trees into firewood that is available to anyone who can use it.



Minutes of the meeting of the Public Health and Safety Committee

Date	November 18, 2013
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dave Stockdale – Chair Councillor Kirk Cameron – Vice Chair Mayor Dan Curtis Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
Absent	Councillor Jocelyn Curteanu
Staff Present	Brian Crist, 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. **New Business** – For Information Only

The Committee was advised that the International Day of Persons with Disabilities will be on December 3, 2013.



Minutes of the meeting of the Development Services Committee

Date	November 18, 2013
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Councillor John Streicker – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Mike Gladish Councillor Dave Stockdale
Absent	Councillor Jocelyn Curteanu
Staff Present	Brian Crist, 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 Wayne Tuck, Manager of Engineering Services Sabine Schweiger, Environmental Coordinator

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

1. Public Hearing Report – Ogilvie Street West Local Improvement

A reconstruction project for Ogilvie Street West was proposed for the 2014 construction season, with a portion of the costs for the surface works portion of the project being funded by benefitting property owners through a local improvement charge. In accordance with the *Municipal Act*, a bylaw detailing the project and associated costs was given first reading and mailed to all benefitting property owners along with a ballot they could use to vote for or against the project. A public hearing was held to hear from any persons interested in expressing their views on the proposed project and the local improvement charges being levied. No one appeared at the public hearing. Of the 54 properties directly benefitting from this project, eleven percent objected to the local improvement charges bylaw. In total 45 of the 54 properties were represented at either property owner meetings, personal visits or other contacts, or by submitting a ballot.

Administration confirmed that:

- funding for the project is included in the Capital Budget that was tabled last week

- the strength of the vote indicates strong support for the project
- the contractor will be responsible for traffic control and access issues during the construction process, and will be required to consult with residents and businesses to minimize conflicts and inconvenience as much as possible
- the installation of recirculating systems for frost protection in existing structures is being encouraged and supported by being included in the work done by the City.

Recommendation

THAT Bylaw 2013-46, a bylaw to provide for local improvement charges with respect to the Ogilvie Street West Reconstruction Project, be brought forward for second and third reading under the bylaw process

2. Environmental Grant Allocations

The City allocates funds annually for grants to assist with environmental projects that advance the Strategic Sustainability Plan. Applications received in October were reviewed by an internal committee in accordance with the Environmental Grant Policy. Two proposals met the guidelines established in the policy and were evaluated to score highly in support of the Sustainability Plan.

Administration confirmed that the provisions of the new Bicycle Bylaw will be used by the Recreation and Parks Association in constructing their program, and this will supplement the work done by Bylaw Services. The program will also facilitate active transportation.

The Committee asked for additional information on the solar panels project and how the amount of electricity generated will be measured.

Recommendation

THAT Environmental Grant allocations be approved as recommended by the review committee with funding from the 2013 operating budget



Minutes of the meeting of the Corporate Services Committee

Date	November 18, 2013
Location	Council Chambers, City Hall
Committee Members Present	Councillor John Streicker – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Mike Gladish Councillor Dave Stockdale
Absent	Councillor Jocelyn Curteanu
Staff Present	Brian Crist, 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 Valerie Anderson, Manager of Financial Services Barbara Walker, Manager of Human Resources

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

1. Public Input into the 2014 – 2017 Capital Budget – For Information Only

Philip Fitzgerald, representing the Whitehorse Chamber of Commerce, thanked Council and the City for the open house held last month as well as the opportunity to provide feedback on the 2014 Capital Budget. He expressed concern with the presentation and content of the proposed budget with respect to the lack of any reference to the 2013 capital budget and the lack of detail on identified funding sources. Mr. Fitzgerald also noted that the Chamber is also interested in seeing the City utilize local suppliers. He asked that the budget, when approved, contain information on expenses that were deferred from previous years and the identified sources of funding for the capital expenditures. He also asked the City to work with the Chamber in identifying ways to utilize local suppliers wherever possible.

Simon Bromley, representing the Skate-for-life Alliance, encouraged Council to include funding in the Capital Budget to assist with the development of a new skateboard park on the site of the existing facility near F. H. Collins High School. He advised that that

some of the existing equipment can be moved to a proposed new skateboard park in the Copper Ridge Subdivision, but a new and improved facility at the current site is needed to provide for all skill levels in a growing sport. Mr. Bromley confirmed that the Alliance is working to obtain funding from other sources, and that a sponsorship recognition program is also in the works. It has been estimated that the cost of the new facility will be approximately \$500,000.00, and when it is completed it will become an asset to the City. Mr. Bromley noted that a three-stage implementation plan is proposed, and a meeting has been scheduled on Thursday, November 28 at the Canada Games Centre for a public design session for a new park.

Keith Lay addressed the Committee to express concern that Gas Tax funding is being used for the construction of new trails, but there is no funding for ongoing maintenance of the trail network. He suggested that the City consider switching to concrete trails instead of asphalt, as the initial cost is higher but the long term maintenance and extended life of concrete would be a benefit. Mr. Lay also suggested more public consultation on trail route selection, and that the proposed parks framework should be expedited with prompt implementation.

2. City Manager Bylaw

Brian Crist was appointed as interim City Manager by Council resolution in October. Pursuant to the *Municipal Act*, a bylaw is required to ratify this interim appointment until a permanent replacement is recruited and in place. The appointment bylaw is now being brought forward for Council's consideration. Administration confirmed that recruitment of a new City Manager is under way, and that a new City Manager Bylaw is being drafted for when the new Manager is hired.

The Committee highly commended Mr. Crist for stepping into the City Manger role and working so well with Council, and also commended the Human Resources Department for their work on this issue.

Recommendation

THAT Bylaw 2013-55, a bylaw to appoint an interim City Manager, be brought forward for due consideration under the bylaw process

3. Fees and Charges Amendment

A number of amendments to the Fees and Charges Bylaw are being proposed at this time in order to have the changes in place for the first of the year. Recommended changes include revisions to the base cost of a business license, a new process and associated fees for business license renewals, removal of a redundant inspection fee, and adjustments to tipping fees in accordance with the implementation of the Solid Waste Action Plan.

Administration confirmed that the changes to the business licence renewal process are intended to encourage timely renewals. The Committee asked for information about potential conflict of interest for Council members voting on these changes when many of them hold City Business Licenses.

Recommendation

THAT Bylaw 2013-54, a bylaw to provide for miscellaneous amendments to the Fees and Charges Bylaw, be brought forward for due consideration under the bylaw process; and

THAT the 2014 and 2015 provisional operating and maintenance budgets be amended to increase budgeted revenues in the amounts of \$387,200 and \$386,000 respectively to reflect the changes in the Fees and Charges Bylaw.

4. Third Quarter Capital Variance Report

The Finance Department has reviewed departmental capital projections and provided a summary of completed capital projects for 2013. A number of projects have been identified as complete with the result that funds can be returned to the City's reserves in preparation for 2014 budget planning and \$380,000 in outside source funding can be released for 2014 application.

Recommendation

THAT the 2013-2016 Capital Budget be amended with respect to a number of capital projects as presented, with funding in the amount of \$1,437,067.00 returning to various reserves and \$380,000.00 in outside source funding released for application to 2014 projects.



Minutes of the meeting of the City Planning Committee

Date	November 18, 2013
Location	Council Chambers, City Hall
Committee Members Present	Councillor Mike Gladish – Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
Absent	Councillor Jocelyn Curteanu
Staff Present	Brian Crist, 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. Whitehorse History Book – For Information Only

Ione Christiansen addressed the Committee to advise that the official launch of the Whitehorse History Book is scheduled for November 29th. On behalf of the Society, Ms. Christiansen thanked the City for the support received and the funding provided through the Heritage Grant that Council approved to aid in getting this project to completion. She advised that the Special Edition of the book is anticipated to be available for the official launch date, but in the meantime copies of the book are available at Mac's Fireweed Books. The Committee commended the Society for their work on this book and thanked all those involved for the time and effort expended on this very worthwhile and important project.

2. Conditional Use Application, 33 Levitch Drive – For Information Only

The owner of the property located at 33 Levitch Drive in the Whitehorse Copper Subdivision has applied for conditional use approval for a caretaker residence larger than the size permitted as a secondary use. In the Service Industrial zone, a caretaker

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residence over 120 m² in size is a conditional use subject to Council approval. An opportunity for public input into this application has been scheduled for the regular Council meeting on November 25th.

Kristen Innes-Taylor addressed the Committee on behalf of the property owner in support of the application.

The Committee discussed the application and requested additional information on other structures in the area and the history of the changes in regulations over the years with respect to caretaker accommodations.

Administration confirmed that the current regulations are intended to discourage the practice of people living in industrial zones, as these are areas that typically lack the amenities suitable for residential use. Administration confirmed that this application is for caretaker accommodations that are approximately twice the size permitted under existing regulations. However, the conditional use process is in place so that property owners with larger spaces approved under previous regulations would not be deemed non-conforming, and also allows persons who need larger spaces an avenue to apply.

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