



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	January 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron Councillor Dave Stockdale
<b>Staff Present</b>	Brian Crist, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations

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

1. **Snow Clearing** – For Information Only

The Committee was advised that the Persons with Disabilities Advisory Committee commended the City on its snow clearing, especially with respect to accessible parking spots and Handy Bus access points.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	January 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Mike Gladish – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron Councillor Dave Stockdale
<b>Staff Present</b>	Brian Crist, City Manager Linda Rapp, Director of Community and Recreation Services Robert Fendrick, Director of Corporate Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations Douglas Hnatiuk, Supervisor of Outreach and Events

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

### **1. Festivals and Special Events Grant Policy**

The Festivals and Special Events Grant Policy was adopted in 2008 to manage event funding, and all applicants have been treated equally since the inception of the fund. This means that large multi-day events compete for funds with small one-time events that have limited scope. In an effort to deal with the disparity between events, administration is recommending that a “signature events” option be added to the policy. This will provide the City with criteria to use in the review and recommendation of these events as part of a systematic and impartial grant review process. If the policy is adopted as presented, affected groups and stakeholders will be consulted and administration will work with all applicants to ensure that their funding requests are appropriately channelled.

### **Recommendation**

THAT the Festivals and Special Events Grant Policy dated January 2014 be adopted as presented.

**2. Trail Plan Implementation – East Side Yukon River**

Administration has worked with various stakeholders, including the Riverdale Community Association, on the implementation of the Trail Plan on the east side of the Yukon River. Public consultation included a survey focusing on key questions still outstanding from previous public consultations as well as a number of community trail needs specific to the motorized multiple use trail designation. The resulting recommendations were reviewed by the Trail and Greenways Committee, and are now being submitted for Council approval. The recommended changes were developed to avoid conflicts that emerged as a result of new All-Terrain Vehicle and Snowmobile Bylaws adopted last year.

The Committee commended staff on the fine work completed on this initiative and noted that compromises made by all parties led to a satisfactory package. The Committee encouraged an on-going education component that stresses the need for mutual respect for all trail users.

**Recommendation**

THAT the Whitehorse Trail Plan be amended to include motorized multiple-use trail designations on the east side of the Yukon River.

**3. Trail and Greenways Committee Terms of Reference Revisions**

The Whitehorse Trail and Greenways Committee reviewed their Terms of Reference following the first year of operation, and has recommended a number of changes to improve the effective operation of the Committee. The changes include a clear statement of the vision for the Committee, clarifies that it is an advisory committee for Council as well as for administration, and provides additional details with respect to issues such as membership and general administration.

Administration confirmed that the membership consists of 11 persons, not including the Chair. The Terms of Reference for advisory committees are established individually and are normally adapted by each committee to suit its individual needs. These terms are not normally based on the criteria contained in Council's Procedures Bylaw.

Keith Lay, representing the Trails Whitehorse Association, provided a number of suggestions with respect to the membership and administrative aspects of the revised Terms of Reference. The Committee acknowledged Mr Lay's positive engagement and advised that his suggestions have been referred to the Trail and Greenways Committee for their review and deliberation.

**Recommendation**

THAT the revised Terms of Reference for the Whitehorse Trail and Greenways Committee dated January 2014 be adopted as presented.

**4. Citizen Appointments – CCMARD Committee**

The Terms of Reference for the Canadian Coalition of Municipalities Against Racism and Discrimination Advisory Committee were adopted last fall. Twelve applications were received in response to the call for applications, and were reviewed by a committee composed of interested community members along with staff. Membership goals have been achieved with representation from the community at large, gender balance, age balance, business community representation, culture and language representation, and representation from individuals working in organizations challenging discrimination and racism. The recommendations include terms of three different lengths in order to maintain age and gender balance as well as a balance of skills and experience. It is anticipated that this will also provide strategic implementation skills for the upcoming work of the committee.

The Committee commended the principles of CCMARD and noted the need for a committee of this nature in Whitehorse. The teamwork and cooperation of all the participants who worked to bring this committee to life were also highly commended. It was also noted that the Persons with Disabilities Advisory Committee is highly supportive of this new committee and looks forward to future cooperation between the two committees.

Administration confirmed that the committee will meet as soon as possible once the formal appointments are made, and will work to have a draft action plan in place by March 21<sup>st</sup>, the International Day for the Elimination of Racial Discrimination.

**Recommendation**

THAT Council appoint CCMARD Advisory Committee members as follows:

1. Suki Qiu and Rodney Snow for a term expiring October 31, 2014;
2. Lillian Maguire, Fumi Torigai, Maxwell Rispin, and Shelby Blackjack for a term expiring October 31, 2015; and
3. Kirn Dhillon, Sharon Shorty, Jean Francois Deslauriers, and Frédéric Nolet for a term expiring October 31, 2016.



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

**Date** January 20, 2014

**Location** Council Chambers, City Hall

**Committee Members Present** Mayor Dan Curtis  
Councillor Jocelyn Curteanu  
Councillor Mike Gladish  
Councillor Betty Irwin  
Councillor John Streicker

**Absent** Councillor Kirk Cameron  
Councillor Dave Stockdale

**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  
Dave Muir, Acting Director of Infrastructure and Operations

Your Worship, there is no report from the Public Health and Safety Committee



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	January 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Councillor John Streicker – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Mike Gladish
<b>Absent</b>	Councillor Kirk Cameron Councillor Dave Stockdale
<b>Staff Present</b>	Brian Crist, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations

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

**1. Economic Development Position – For Information Only**

Administration confirmed that the application period for the new Economic Development position has closed, and that several applications were received. It is anticipated that the position will be filled with a few weeks.



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	January 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor John Streicker – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Mike Gladish
<b>Absent</b>	Councillor Kirk Cameron Councillor Dave Stockdale
<b>Staff Present</b>	Brian Crist, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations Valerie Anderson, Manager of Financial Services

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

### 1. **2014 Tax Lien List**

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. The list requires the approval of council before being published in the local papers. Each property is levied an administrative fee and will be subject to further collection procedures if the account is not paid within 60 days. The tax lien list will be published in February, and will be updated prior to publication to remove those properties whose outstanding taxes have been paid.

### **Recommendation**

THAT the City Clerk be authorized to affix the City Seal to the 2013 tax lien summary list to authenticate the list.

**2. 2013 Umbrella Grants Bylaw**

The City provides a variety of grants and donations to groups and organizations throughout the year. The *Municipal Act* requires that grants be authorized by bylaw. To facilitate the allocation of grant funds to successful applicants, council adopted a process that allows grants to be initially approved by council resolution and subsequently authorized in an umbrella grant bylaw at year end. The said bylaw includes all grants and donations approved in 2013 in accordance with council policies and resolutions.

**Recommendation**

THAT Bylaw 2014-04, a bylaw to authorize various grants made throughout 2013, be brought forward for due consideration under the bylaw process

**3. 2013 Umbrella Bylaws – Budget Amendments**

The *Municipal Act* provides that council may establish by bylaw a procedure to authorize expenditures that vary from the annual capital expenditure program and the annual operating budget. In accordance with the provisions of the budget bylaws, a number of properly authorized budget amendments occurred throughout 2013, including the re-budgeting of capital funds to allow for projects that could not be completed in the year for which funds were initially budgeted. This is primarily a reflection of timing and the short building season, with contributing factors being staff capacity and contractor availability. Amendments to both the capital and operating budgets are now being brought forward under umbrella bylaws for council approval.

The Committee suggested that in future years a higher level summary of the operating budget adjustments would be desirable.

Administration confirmed that under-budget expenditures remain in reserves for future projects, that operating amendments that are approved in one year are carried forward for budget purposes to future years as applicable, and that the 2013 re-budgets will be coming forward for Council's consideration next month.

**Recommendation**

THAT Bylaw 2014-05, a bylaw to amend the 2013 to 2016 Capital Expenditure Program with respect to budget adjustments made throughout 2013, be brought forward for due consideration under the bylaw process; and

THAT Bylaw 2014-06, a bylaw to amend the 2013 Operating and Maintenance Budget with respect to budget adjustments made throughout 2013, be brought forward for due consideration under the bylaw process

**4. Citizen Appointments – Finance Committee**

A best practices guideline issued by the Government Finance Officers Association recommends the establishment of an audit committee, and the City's auditors have also suggested such a Committee would be beneficial to ongoing operations. Administration reviewed the scope of an audit committee and recommended that the mandate of any proposed Committee should be expanded beyond the annual audit in order to meet the expressed needs of Council and the local business community. Council adopted the Terms of Reference proposed for the Finance Committee and a number of applications were received in response to the call for applications advertised.

A nomination committee reviewed the applications and is recommending the appointment of three members from established community organizations with a variety of mandates and as broad a membership base as possible. The nominated individuals will be able to give due consideration and make recommendations to Council on a number of financial issues including but not limited to the budget process, long term financial planning, tax and utility rates, and various municipal grants. The initial term of office is the same for all members, and re-appointments or new appointments will be reviewed by the Committee before this initial term expires.

**Recommendation**

THAT Mark Davey, Paul Kishchuk and Stan Thompson be appointed to the City of Whitehorse Finance Committee for a term expiring October 31, 2014.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	January 20, 2014
<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 John Streicker
<b>Absent</b>	Councillor Kirk Cameron Councillor Dave Stockdale
<b>Staff Present</b>	Brian Crist, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations Patrick Ross, Manager of Planning Services

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

### **1. Zoning Amendment – Skookum Asphalt Quarry Lease Area**

Skookum Asphalt Ltd. has been leasing a portion of Lot 1153 from the City of Whitehorse since 1997, although their operations at this site pre-date the transfer of the lease area to the City from the Government of Yukon. Skookum approached the City about the possibility of purchasing the lease area, and the subject lands were identified as a high priority land sales initiative. Administration is bringing forward a zoning amendment to change portions of the lot from Greenbelt to Quarries to fix a minor mapping misalignment with the existing quarry lease boundary and the zoning lines. This zoning extension would legitimize historical uses that fall outside the lease boundary, and will facilitate future disposition of the lands. The proposed rezoning is consistent with the Official Community Plan and the existing uses of the land. If the zoning amendment is approved, administration will begin a land disposition process.

Administration confirmed that:

- The boundary allows for alignment for the property; however, any proposed changes to the size of the buffer would require consultation with the proponent;

## Minutes of the Meeting of the **City Planning Committee**

January 20, 2014

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- The evolution of the boundaries in this area occurred over the decades and current improvements in measurements have led to this need to re-zone portions of the lot;
- The highway right-of-way is not expected to change, but there is also no guarantee that trees in highway rights-of-way will not be removed at some point;
- Two property evaluations were done for this site, one commissioned by the City;
- The sale of the Skookum property is consistent with the industrial zoning in the area and the company's desire to attain tenure; and
- The property taxes will remain the same whether the property is leased or owned as long as the use remains unchanged, not including the possible small addition of taxation on acquired vacant land

The Committee expressed concern about the potential removal of trees in the area, especially in light of the fact that the existing buffer zones are considered an important part of the southern gateway to the community. Administration confirmed that options to address the lot boundaries and protect the treeline would be discussed with the lease holder before the bylaw comes forward for first reading.

### **Recommendation**

THAT Bylaw 2014-11, a bylaw to rezone portions of Lot 1153, Quad 105 D/11, located at 1 Ear Lake Road, from Greenbelt to Quarries, be brought forward for due consideration under the bylaw process.

There being no further business, the meeting adjourned at 7:07 p.m.