



Minutes of the meeting of the City Operations Committee

Date	February 3, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Dave Stockdale – Vice Chair Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
Absent	Mayor Dan Curtis Councillor Kirk Cameron
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, the City Operations Committee respectfully submits the following report:

1. Monthly Activity Reports – For Information Only

Activity Reports for December 2013 and January 2014 were received from the Director of Infrastructure and Operations, and the Engineering, Operations, and Water and Waste Services Departments.



Minutes of the meeting of the Community Services Committee

Date	February 3, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Mike Gladish – Chair Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
Absent	Mayor Dan Curtis Councillor Kirk Cameron
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 Dave Muir, Acting Director of Infrastructure and Operations

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

1. Youth Arctic Coalition – For Information Only

Jenna Gall, Larissa Lychenko, and Scott Bradley addressed the Committee to provide feedback on the recent Youth Arctic Coalition. They thanked Council for the use of City space for their meetings, and confirmed that there were several hundred participants, including delegates from other countries and significant representation from northern Canada.

2. Monthly Activity Reports – For Information Only

Activity Reports for December 2013 and January 2014 were received from the Director of Community and Recreation Services, Outreach and Events, Parks and Trails, Recreation and Facility Services, and the Transit Services Department.

Issues Arising from the Activity Reports

Administration confirmed that:

- current sponsorship negotiations will not materially affect future considerations due to the time limits on the agreements;
- the increase in transit ridership is due to extended service hours, and a report will come forward to Council following a review of one year at this service level; and
- a bus stop usage study is under way, and comments from Council and the public are encouraged.

The Committee asked for more information regarding ridership statistics for high school students and also regarding the Housing First criteria and associated federal funding;

3. New Business – For Information Only

The Committee commended Air North's inaugural flight to Yellowknife and Ottawa, and also expressed appreciation for the window paintings recently completed at City Hall as part of the City's participation in Sourdough Rendezvous activities.



Minutes of the meeting of the Public Health and Safety Committee

Date	February 3, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dave Stockdale – Chair Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
Absent	Mayor Dan Curtis Councillor Kirk Cameron
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, the Public Health and Safety Committee respectfully submits the following report:

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

Activity reports for December 2013 and January 2014 were received from Bylaw Services and the Fire Department.

Issues Arising from the Activity Reports

Administration confirmed that a wood smoke study is being conducted, but no pressing issue prompted the study.

The Committee asked for more information on the difference between “alarm, no fire” and “false alarm” reports.



Minutes of the meeting of the Development Services Committee

Date	February 3, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Councillor John Streicker – Vice Chair Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale
Absent	Mayor Dan Curtis Councillor Kirk Cameron
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 Wayne Tuck, Manager of Engineering Services

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

1. Hillcrest – Airport Connector Path Funding Approval

The Hillcrest Community Association plans to construct a commuter path that will connect the neighbourhood to the existing paved trail at the north end of the airport. The Association is working with a qualified engineering firm and has applied for Yukon Government funding through the Community Development Fund and other Government sources. It is proposed that the City enter into an agreement with the Association that will assist in leveraging government funds and provide for a contribution from the City equivalent to 25% of the total cost of the project, funded from the City's gas tax allocation. If the applied-for funding is approved, a budget amendment will be required to add the project to the existing capital budget.

The Committee commended the project while noting that this may be another trail that will require future consideration for snow removal.

Administration confirmed that:

- The Gas Tax Review Committee will review the request for reallocation of funds;

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February 3, 2014

- Airport administration has been involved in discussions regarding this trail;
- There are plans for future trails in the area;
- The City is working with the Department of Highways on highway safety, including the consideration of various crossing options; and
- The proposed budget amendment is contingent on the approval of the other funding.

Recommendation

THAT \$100,000 in new funding from the City's available Gas Tax Fund allocation be approved for the Hillcrest–Airport Commuter Path Project, subject to the condition that funding for the project is made available through the Community Development Fund and the Yukon Government; and

THAT the City enter into a cost-sharing agreement with the Hillcrest Community Association for the completion of the Hillcrest – Airport Connector Path; subject to the condition that the primary funding is approved; and,

THAT the 2014 capital budget be amended following execution of the cost-sharing agreement with the Hillcrest Community Association to add the Hillcrest–Airport Connector Path project in the amount of \$100,000, funded from Gas Tax.

2. Monthly Activity Reports – For Information Only

Activity reports for December 2013 and January 2014 were received from the Director of Development Services and the Environmental Sustainability Department.

Issues Arising from the Activity Reports

Administration confirmed that

- land planning with First Nations consists of monthly meetings to look for partnerships
- the City worked on evaluating the Request for Qualifications for the Northern Housing Trust. The next step will be a Request for Proposals for the qualifying bodies

The Committee asked for more information on

- the demolition and diversion project; and
- timelines for the Transportation Demand Management Study and the borehole project.



Minutes of the meeting of the Corporate Services Committee

Date	February 3, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor John Streicker – Chair Councillor Betty Irwin – Vice Chair Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale
Absent	Mayor Dan Curtis Councillor Kirk Cameron
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, the Corporate Services Committee respectfully submits the following report:

1. Public Input Report – 2014 Operating Budget

Following presentation of the operating budget at a regular council meeting, details were posted on the City's website and advertisements were placed with local media asking for public input. A questionnaire regarding budget issues was made available, and an opportunity for public feedback was held on January 27. Only one person appeared to address the budget at public input, and a total of 53 questionnaire responses relevant to the operating budget were received.

At public input the President of the Whitehorse Chamber of Commerce presented the results of a membership survey and brought forward three process-related suggestions. The newly formed Finance Committee, which includes a representative of the Chamber, is expected to review the 2014 process and consider recommending the implementation of such suggestions for future budgets. Over 70% of those who responded to the questionnaire indicated that the City should provide essential or core services such as road maintenance, snow removal, waste and water services and fire protection. Recreational facilities, cultural spending and bylaw enforcement were also mentioned as important services, but over 64% urged spending restraint or improved efficiencies.

The 2014 operating budget contains the lowest tax increase in the past 10 years. In order to meet this goal, essential services as identified through the City Services Policy received first priority for funding. Staff throughout the corporation identified operating efficiencies. These efficiencies and some minor service adjustments resulted in planned cost reductions of over \$1 million dollars which have been built into the proposed budget.

Administration confirmed that the City can share salary and staffing level numbers at a high level and is planning to do so with the Finance Committee.

Recommendation

THAT Bylaw 2014-01, the 2014 Annual Operating Budget and the 2015 and 2016 provisional budgets, be brought forward for second and third reading under the bylaw process; and

THAT Bylaw 2014-02, a bylaw to amend the Fees and Charges Bylaw with respect to annual budget changes, be brought forward for second and third reading under the bylaw process; and

THAT Bylaw 2014-03, a bylaw to levy taxes for 2014, be brought forward for second and third reading under the bylaw process

2. Monthly Activity Reports – For Information Only

Activity reports for December 2013 and January 2014 were received from the City Manager, the Director of Corporate Services, and the Business and Technology Systems, Financial Services, Human Resources, and Strategic Communications and Customer Service Departments.

Issues Arising from the Activity Reports

Administration confirmed that

- Negotiations with the Firefighters are under way;
- The Specified Procedures Report has been awarded to a local accounting firm, and will report on the funding flows of the Great Northern Ski Society;
- The Marketing Strategy will come forward to Council shortly with a recommendation that it be adopted as a guiding document;
- Staff vacancies do place a strain on operations during the period it takes to fill positions; and
- The proposal for the building consolidation project will be coming forward to Council in the first quarter of 2014



Minutes of the meeting of the City Planning Committee

Date	February 3, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Mike Gladish – Chair Councillor Jocelyn Curteanu – Vice Chair Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
Absent	Mayor Dan Curtis Councillor Kirk Cameron
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 Patrick Ross, Manager of Planning Services

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

1. Heritage Grant Application – Heritage Fair

The Yukon Historical and Museums Association applied for \$1,500.00 from the Heritage Fund to support the 2014 Yukon-Stikine Heritage Fair. The goals of the Heritage Fair are consistent with the awareness component of the Heritage Fund Bylaw, and the City has supported the fair in previous years. The event presents an opportunity to learn and share ideas about the past, and will help to increase understanding of heritage issues within the greater Yukon community.

Nancy Oakley of the Yukon Historical and Museums Association addressed the Committee in support of the application. She provided details on the activities planned for the Heritage Fair and the opportunity to showcase our heritage facilities and resources. Ms Oakley noted that the Heritage Fair is an annual event and that the City's participation is appreciated.

Administration confirmed that this application would not qualify for a recreation grant but does meet the requirements of the Heritage Fund Bylaw. The Committee suggested that a review of the heritage bylaws and associated documentation on the City's website

may be in order. Administration confirmed that work on funding guidelines for heritage issues are on the Planning Department's work plan.

Recommendation

THAT a Heritage Fund grant in the amount of \$1,500.00 be approved to the Yukon Historical and Museums Association to support the 2014 Yukon–Stikine Heritage Fair.

2. Amend Planning Department Bylaws – Title Changes

In recent years Council has passed bylaws to delegate approval authority for various land agreements from City Council to a member of the senior management team. In 2012 the organizational review resulted in changes to the organizational structure that. Under the 2012 organizational structure, Planning Services and Engineering Services now report to the Director of Development Services. Historically these two departments have managed and processed easement and development agreements. Amending the bylaws will ensure the approving authority is delegated to match the organizational structure of the City.

Recommendation

THAT Bylaw 2014-12, a bylaw to amend the Easement Authority Bylaw and the Development Agreement Regulations Bylaw by changing titles to reflect the organizational structure of the City of Whitehorse, be brought forward for due consideration under the bylaw process

3. Monthly Activity Report – For Information Only

An activity report for December 2013 and January 2014 was received from the Planning Services Department.

Issues Arising from the Activity Report

Administration confirmed that 27 applications were received for the Economic Development Officer position, and five applicants have been short-listed. Interviews are scheduled to commence immediately.

There being no further business, the meeting adjourned at 6:55 p.m.