



Minutes of the meeting of the City Planning Committee

Date June 16, 2014

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
Christine Smith, City Manager
Robert Fendrick, Director of Corporate Services
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Brian Crist, Director of Infrastructure and Operations
Patrick Ross, Manager of Planning Services

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

1. Capital Expenditure Program Funding – Residential Land Intensification

Since the adoption of the current capital funding program, Council has reprioritized proposed infill work and changed the focus to other housing initiatives, with particular emphasis on downtown densification. Administration was directed to move forward on four short-term housing initiatives that were explored in the Housing Gap Analysis. Administration is now proposing that the capital expenditure program be amended to reallocate the \$80,000 budget to several housing-related initiatives. These initiatives are generally less controversial than infill development, while also generating as many or more housing units. Only certain types of projects qualify for funding from the land bank reserve, and therefore the funding for the new initiatives will be drawn from the general reserve.

The Committee reiterated the need for accessible housing that addresses universal design as well as being affordable and attainable. Administration was encouraged to develop synergies between the City's plans and those proposed under the housing report that is coming forward shortly from the Government of Yukon.

Recommendation

THAT the 2014 capital budget be amended by reducing project 720c00111, *Residential Intensification*, by \$80,000 funded from the Land Bank Reserve, and adding a new project, *Housing and Downtown Initiatives*, funded in the amount of \$80,000 from the General Reserve.

2. Subdivision Approval – Whistle Bend

The City has been working with the Government of Yukon on the development of the Whistle Bend Subdivision. To ensure the continued development of Whistle Bend, YG is requesting that a new subdivision plan be approved for the remaining un-surveyed areas previously approved and for two new utility lots not previously approved. The configuration being brought forward at this time is slightly different from the approved subdivision plan and represents some fine-tuning and minor corrections to boundaries. Subdivision approvals for subsequent phases of Whistle Bend will be brought forward for Council approval at a later date.

Recommendation

THAT the subdivision of vacant Commissioner's land and a portion of Lot 465, Group 804, Plan 26555 LTO be approved for the remainder of the Whistle Bend Phases 1 and 2 subdivision parcels comprising: three multiple family lots, one commercial lot, one future planning lot, one public service lot, three public utility lots, road rights-of-way for Casca Boulevard, Keno Way, Olive May Way and Tarahne Way, and a number of greenbelt lots, as shown on the approved Whistle Bend Subdivision sketches.

3. Regional Parks Plan

The Official Community Plan includes a Green Space Network Plan for the preservation of green space for environmental and recreational values. Included were five new larger park areas with accompanying policies. Since the adoption of the Official Community Plan, the public has regularly asked for management plans for these areas in order to better define them. Council allocated funds for park planning in the 2014 capital budget and the result is the Regional Parks Plan, a decision making framework that will make future park-specific management planning faster and easier.

In the absence of a decision-making framework, it is difficult to know whether decisions that are already being made will have the intended consequences on the City's regional parks. A decision-making framework helps avoid ad hoc decision-making by providing a mechanism. The framework is structured to give clarity on Guiding Principles, Vision, Goals, Strategies, Actions, Outcomes and Roles, Responsibilities and Partnerships. In addition to the framework, the Regional Parks Plan also contains sections on Background, Decision Making Context, a Glossary, and an online Appendix that contains all public input received.

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Administration confirmed that the Plan is meant to be adopted in principle and future commitments may be required. However, these would come forward to Council for a decision. The City's Planning Department will take the lead on implementation and will start immediately on the first park management plan.

The Committee highly commended the consultant for the community engagement process used and the proactive approach recommended in the plan. The consultant also commended the City staff that worked with his firm in the development of the plan.

Recommendation

THAT the Regional Parks Plan dated June 2014 be adopted as a guiding document.



Minutes of the meeting of the City Operations Committee

Date	June 16, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Dave Stockdale – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
Staff Present	Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations Larry Shipman, Acting Manager of Engineering Services

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

1. Ingram Subdivision Issues – For Information Only

Denny Day addressed the Committee to request that the City address a number of safety concerns in the Ingram neighbourhood, including speeding on Mallard Way, the lack of a playground, and the Mallard Way egress that prevents left-hand turns onto Hamilton Boulevard. Mr. Day requested changes to the island configuration at Mallard and Hamilton so that vehicles do not have to travel south on Hamilton and make a U-turn to join north-bound traffic.

Administration confirmed that the north entrance to Ingram was designed in accordance with Transportation Association of Canada standards, and Ingram residents can access a four way intersection on Hamilton Boulevard by using Heron Drive in the Arkell Subdivision.

The Committee requested that Mr. Day's concerns be forwarded to the Traffic Committee, and to Parks and Trails.

2. Contract Award – Water Well #10

The development of another high production water well in the Selkirk aquifer at the south end of Riverdale is part of the City's overall Groundwater Well Development plan. The proposed new well will provide backup to two existing high production wells. With the City now 100% dependent on ground water for the municipal water supply, backup wells are required to ensure that adequate capacity is available. Five bids were received in response to the tender issued. The review committee unanimously agreed that the low bidder is familiar with the scope of the work and the project objectives, and has the skills and ability to complete the work successfully. Sufficient funds have been approved through the Gas Tax Fund and are allocated in the 2014 Annual Budget.

Administration confirmed that there is no other aquifer in the City that can be used for water production. In case of emergency, the river could be brought on-line within an hour, but in that event a boil-water advisory would be necessary.

Recommendation

THAT the contract for the development of Water Well #10 be awarded to Midnight Sun Drilling Inc. for a net cost to the City of \$239,810.00



Minutes of the meeting of the Community Services Committee

Date	June 16, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Kirk Cameron – Chair Councillor Mike Gladish – Vice-Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
Staff Present	Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations

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

1. **Community Events** – For Information Only

Committee members commended various events that took place recently in the City, including the Seniors Tea, the Pride Parade, and the activities surrounding the first ever North of 60 Annual General Meeting of the Air Cadet League of Canada.



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

Date June 16, 2014

Location Council Chambers, City Hall

**Committee
Members
Present** Councillor Dave Stockdale – Chair
Councillor Kirk Cameron – Vice Chair
Mayor Dan Curtis
Councillor Jocelyn Curteanu
Councillor Mike Gladish
Councillor Betty Irwin
Councillor John Streicker

**Staff
Present** Christine Smith, City Manager
Robert Fendrick, Director of Corporate Services
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Brian Crist, 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

Date	June 16, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Councillor John Streicker – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale
Staff Present	Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations Shannon Clohosey, Manager of Environmental Sustainability

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

1. Contract Award – Sustainability Plans Update

The 2014 capital budget includes funds for the update of the City's Strategic Sustainability Plan and Integrated Community Sustainability Plan. The objectives of the project include updating the City's vision for sustainability, defining sustainability targets and objectives and identifying how they can be achieved; and engaging Council and staff in supporting and working toward sustainability. Four proposals were received in response to the request for proposals issued. One proposal did not adhere to instructions and was disqualified, and one did not meet the technical qualifications threshold.

The review committee chose to perform interviews to seek clarity on the remaining two proposals and ask for more details about requirements described in the request for proposals. Both teams have areas of expertise and strengths. The Whistler Centre for Sustainability proposed a broad and creative public engagement strategy, and has several years of experience in implementing sustainability plans in their work with Whistler. Modus proposed a high-calibre team with a depth of knowledge, experience, and understanding of sustainability planning, asset management, and best practice.

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Administration confirmed that the interview process is used to assist the review team in evaluating key factors in the best interests of the City.

Recommendation

THAT the contract for the update of the City's Strategic Sustainability Plan and Integrated Community Sustainability Plan be awarded to Modus for a cost to the City of \$54,999.00



Minutes of the meeting of the Corporate Services Committee

Date	June 16, 2014
Location	Council Chambers, City Hall
Committee Members Present	Councillor John Streicker – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale
Staff Present	Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations Valerie Anderson, Manager of Financial Services

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

1. 2013 Financial Statements

The City's Auditors have completed their review of the 2013 Financial Statements, schedules and notes. They confirm that these statements present fairly the financial position of the City of Whitehorse as at December 31, 2013. 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. The Finance Committee has reviewed these statements and has no concerns to report.

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.

Administration confirmed that the revenue statements are presented at a high level in accordance with prevailing accounting standards. It was noted that closure and re-opening costs for the waste management facility are not cash funded, but the liability is

tracked and will be affected by diversion efforts. The statements account for variances from the previous year with respect to the Water and Sewer fund, but allowances are required due to the lag between the budget and financial statement cycles.

Recommendation

THAT the audited City of Whitehorse 2013 Financial Statements be accepted as presented, and

THAT the Water and Sewer Fund deficit of \$619,143 be funded from the Water and Sewer Reserve

2. Authorize Council Travel

Council's Expense Policy requires council approval for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse. Mayor Curtis and Councillor Streicker have indicated their intention to attend the Western Cities Summit to be held in Edmonton in June. This forum allows municipalities opportunities to share best practices, and the Mayor has been invited to speak at this year's meetings. The Government of Yukon is partially funding the Mayor's travel expenses for this event.

Recommendation

THAT travel expenses be authorized for Mayor Curtis to attend the Western Cities Summit to be held in Edmonton in June; and

THAT travel and per diem expenses from the Councillor-initiated account be authorized for Councillor Streicker to attend the 2014 Western Cities Summit in Edmonton.

3. Municipal Charges and Community Services Grants

The City has a long history of providing community service grants to assist non-profit, religious and/or charitable organizations with their taxes, and these grant allocations are governed by the Community Service Grant Policy. Past practice has also been to provide grants with respect to taxes for organizations that lease municipal property. At one point museums were deemed to merit this grant, and other organizations were added to the list in accordance with the will of the current council. These municipal charges grants are allocated through a bylaw, and over time the practice has been to grandfather organizations previously deemed eligible. As a consequence, there are currently 14 City-funded organizations that do not meet any specific policy or criteria. In some cases, without proper rationale, these organizations are receiving even more tax grant funds than organizations that meet the guidelines of Community Service Grants Policy.

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In addition to the two different tax granting standards, cost over-runs have become an issue. During the comprehensive review of grant policies that administration has conducted this year, two new draft policies have been developed. One applies a consistent principled approach to all organizations, and an additional policy that attempts to identify a funding formula that reflects the unique circumstance of each organization. The proposed new policies are expected to be in effect for 2015.

In fairness to organizations that typically receive these grants, the consensus of the Committee was that the usual grant allocations should be approved for 2014 in advance of the taxation deadline.

Recommendation

THAT the draft Municipal Charges and Community Service Grants Policy and the draft Grant-making Policy, both dated June 2014 with an effective date of January 1, 2015, be tabled as presented, and

THAT adoption of the Municipal Charges and Community Services Grant Policy and the Grant-making Policy be scheduled for the regular council meeting on September 15th, 2014 to allow time for consultation with stakeholders.

There being no further business, the meeting adjourned at 7:45 p.m.