

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, August 4, 2014 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

**DELEGATES**      Duncan Johnstone – Update from Boys and Girls Club Yukon

## **CITY PLANNING COMMITTEE**

1. New Options for Zoning Amendment – Fir and Elm Streets
2. Conditional Use Application – 169 Titanium Way (For Information Only)
3. Quarterly Activity Report
4. New Business

## **CITY OPERATIONS COMMITTEE**

1. Quarterly Activity Reports
2. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Quarterly Activity Reports
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. Quarterly Activity Reports
2. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. Quarterly Activity Report
2. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Second Quarter Capital Variance Report
2. Second Quarter Operating Variance Report – For information only
3. History Book Bylaw
4. Council Travel Authorization – Various Events
5. Quarterly Activity Reports
6. New Business

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

**Date** Monday, August 4, 2014  
**Location:** Council Chambers, City Hall



**Chair:** Mike Gladish      **Vice Chair:** Jocelyn Curteanu

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| 4. | New Business  |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> August 4, 2014
<b>RE:</b> New Options for Zoning Amendment – Fir and Elm Streets

### **ISSUE**

An application to amend the zoning of portions of 1303 Fir Street, 1207 Fir Street, and 1302 Elm Street to facilitate future land dispositions and the construction of a church

### **REFERENCE**

- *Municipal Act* (2002)
- Zoning Bylaw 2012-20
- Official Community Plan (2010)
- Bylaw 2014-27
- Appendix A

### **HISTORY**

At the Standing Committee meeting on July 21<sup>st</sup>, a rezoning application from the Calvary Baptist Church in Porter Creek was considered. The Committee recommended that the zoning amendment be brought forward for due consideration under the bylaw process, and that the proponent be required to host at least one public meeting to inform area residents about the proposal.

Following presentation to the Planning Committee, the proponent continued discussions with Planning Services and the owner of a neighbouring property. As a result, another option was proposed that would achieve the objective of creating new residential lots and enlarging the existing lot to allow for the construction of a new church. Pending a review of the new option, administration recommended that first reading of the proposed zoning amendment bylaw be postponed.

At the regular meeting on July 28<sup>th</sup>, Council passed the resolution to bring the bylaw forward and require the proponent to host a public meeting. Later in the meeting, Council agreed to postpone first reading of the bylaw to allow time for the new option to be considered.

The new option proposes that a smaller portion of Lot 110 be rezoned from PS to RS. This will allow for only one residential lot. Additionally, the portion of Lot 121 being rezoned from RS to PS is larger, which will allow for increased development flexibility for the proponent. A revised bylaw is now being brought forward for consideration. The intent of the original application is retained in the revised bylaw: create two new residential parcels that could be sold to help finance the new church, and enlarge the existing church lot to allow for the development of a larger church and accessory buildings.

The proposed new amendment has three components:

1. Rezone a portion of 1303 Fir Street (Lot 110) from Public Service to Residential Single Detached. This vacant, treed parcel, approximately 464 m<sup>2</sup> in size, will be subdivided into one residential parcel suitable for a single detached house. This lot would be sold to generate revenue for the construction of the new church.

2. Rezone a portion of 1207 Fir Street (Lot 112) from Public Service to Residential Single Detached. The owner intends to subdivide this portion of the lot into one residential parcel, approximately 464 m<sup>2</sup> in size, suitable for a single detached house. This lot would also be sold to generate revenue for the new church.
3. Rezone the rear portion of 1302 Elm Street (Lot 121) from Residential Single Detached to Public Service. The owner intends to consolidate this portion of the lot with the larger church property located at 1301 Fir Street (Lot 111) and use it for a future residence and maintenance building for the new church. The remaining portion of the consolidated lot would feature the new church.

The schedule for the revised bylaw does not impact the timelines originally proposed:

Planning Committee	August 4, 2014
1 <sup>st</sup> Reading	August 11
Public Meeting (led by proponent)	Prior to Public Hearing
Public Hearing Newspaper Ads	August 22 and 29
Public Hearing	September 15
Report to Committee	September 22
2 <sup>nd</sup> and 3 <sup>rd</sup> Reading	September 29

**ALTERNATIVES**

- Option 1: Proceed with the revised zoning amendment under the bylaw process.
- Option 2: Do not proceed with the zoning amendment.

**ANALYSIS**

The revised proposal is supported by the Official Community Plan and complies with existing zoning regulations for the RS and PS zones as outlined in the original presentation to the Planning Committee. If the revised zoning amendment is approved, the subsequent subdivision processes will be required. A development permit for the construction of a new church will also be required to ensure the new development meets the requirements for landscaping, drainage, parking, and building form (i.e. setbacks, site coverage, and building heights).

The proponent will still be required to host at least one public meeting as directed by Council at the regular meeting on July 28<sup>th</sup>.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2014-27, a bylaw to amend the zoning of portions of two lots on Fir Street and a portion of one lot on Elm Street to create two new residential parcels and facilitate the construction of a new church, be brought forward for due consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2014-27**

A bylaw to amend Zoning Bylaw 2012-20

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WHEREAS section 289 of the *Municipal Act* (R.S.Y. 2002) provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to realign the zoning boundaries for several properties on Fir Street and Elm Street;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a 464 m<sup>2</sup> portion of Lot 110, Plan 25142 LTO in the Porter Creek Subdivision, located at 1303 Fir Street, from PS–Public Service to RS–Residential Single Detached, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a 464 m<sup>2</sup> portion of Lot 112, Plan 25142 LTO in the Porter Creek Subdivision. Located at 1207 Fir Street, from PS–Public Service to RS–Residential Single Detached, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
3. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a 695 m<sup>2</sup> portion of Lot 121, Plan 25142 LTO in the Porter Creek Subdivision, located at 1302 Elm Street, from RS–Residential Single Detached to PS–Public Service, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
4. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

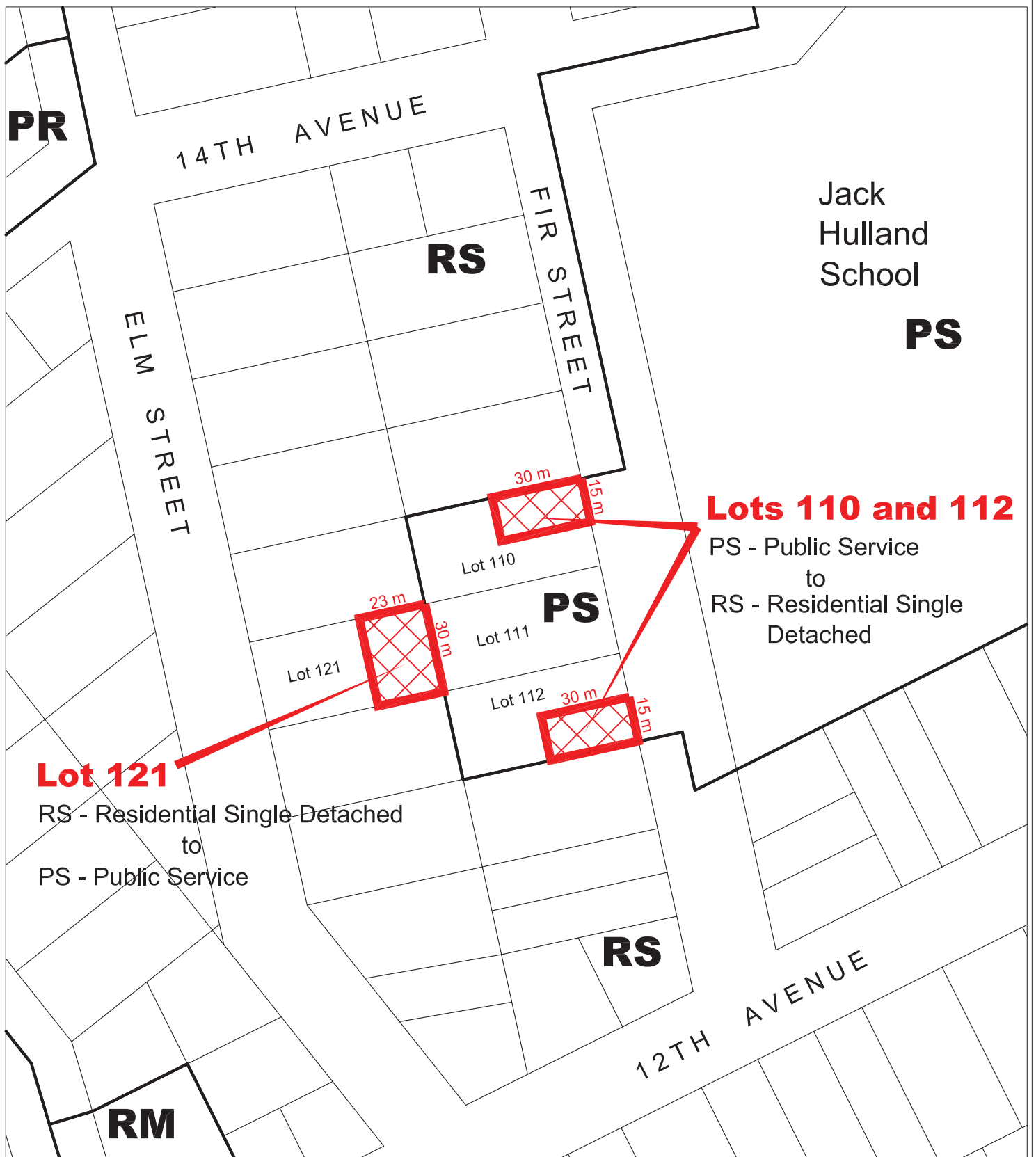
**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**Lot 121**  
RS - Residential Single Detached  
to  
PS - Public Service

**Lots 110 and 112**  
PS - Public Service  
to  
RS - Residential Single Detached

**Bylaw 2014-27**

A bylaw to amend the zoning of portions of Lot 110 (1303 Fir Street), Lot 112 (1207 Fir Street), and Lot 121 (1302 Elm Street), Plan 25142 LTO to facilitate future development.

**LEGEND**



SUBJECT AREAS

File #: PB-01-2014

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Planning Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	August 4, 2014
<b>RE:</b>	Conditional Use Application – 169 Titanium Way – For Information Only

### **ISSUE**

Notice of an application for Conditional Use approval for a caretaker residence larger than 120 m<sup>2</sup> in the CIM – Mixed Use Commercial/Industrial zone

### **REFERENCE**

- Zoning Bylaw 2012-20
- Official Community Plan (OCP)
- Municipal Act
- Location Sketch

### **HISTORY**

In 2012, the size limit of caretaker residences was reviewed as part of the Zoning Bylaw Rewrite process. When Zoning Bylaw 2012-20 was approved by Council in July 2012, the maximum size for caretaker suites was reduced from 297 m<sup>2</sup> (3,200 ft<sup>2</sup>) to 120 m<sup>2</sup> (1290 ft<sup>2</sup>). However, based on public input during the process, Council supported a conditional use approval process for caretaker residences between 120 m<sup>2</sup> and 297 m<sup>2</sup>.

On July 11<sup>th</sup>, 2014, Brocton Battersby, agent on behalf of Northern Cross Minerals Ltd., applied for conditional use approval to construct a 193 m<sup>2</sup> caretaker residence as part of an office/commercial storage development at 169 Titanium Way in the Marwell Industrial Area. The application is a resubmission of a previously approved development permit (DP#2012-2780) which expired pursuant to Section 301 of the *Municipal Act*.

The application was discussed by the Development Review Committee on July 23<sup>rd</sup>, and a public input session has been scheduled. A total of 15 letters were sent to property owners within a 100 metre radius of the site. The Kwanlin Dün First Nation, Ta'an Kwäch'än Council and Yukon Government Lands Client Services were also notified by mail. A notice of the proposed development will be placed in local newspapers.

The proposed schedule for the Conditional Use application is:

Letters to Property Owners	July 23 <sup>rd</sup> , 2014
Newspaper Ads	August 1 <sup>st</sup> & 8 <sup>th</sup> , 2014
Planning Committee	August 4 <sup>th</sup> 2014
Public Input Session	August 11 <sup>th</sup> 2014
Report to Committee	September 8 <sup>th</sup> 2014
Council Decision	September 15 <sup>th</sup> 2014



## **ANALYSIS**

### **OCP and Zoning**

The property is within the Mixed-Use – Industrial/Commercial land use designation in the OCP. The purpose of the designation is “to provide appropriate areas for light industrial activity.” Caretaker residences are not mentioned in this designation.

Zoning Bylaw 2012-20 defines caretaker residences as a building or structure used to provide on-site accommodation for the owner/employer or for persons employed on the property. The Zoning Bylaw also states that in industrial zones, caretaker residences are only permitted where 24 hour on-site supervision is in the public interest, and that an applicant must demonstrate that the location, type of use, and nature of the business warrant supervision from a public safety or service perspective.

The existing zoning of the subject property is CIM – Mixed Use Commercial/Industrial. This zone allows for a variety of service commercial and clean industrial uses near the city centre, as well as caretaker residences up to 120 m<sup>2</sup> as a secondary use. Caretaker residences between 120 m<sup>2</sup> and 297 m<sup>2</sup> are permitted as a conditional use, subject to Council approval.

An identical development permit application for construction of a 608 m<sup>2</sup> three-storey commercial storage and office building with 193 m<sup>2</sup> caretaker residence was previously approved in September 2012, with the application having been received prior to adoption of Zoning Bylaw 2012-20. Due to inactivity, the permit subsequently expired pursuant to *Section 301 of the Municipal Act* (non-conforming uses), which states:

*301(3) If at the date of adoption of an official community plan or zoning bylaw a building or other structure is lawfully under construction or all required permits have been issued, the building or other structure shall be considered to be a building or other structure existing at the date the official community plan or zoning bylaw is adopted, but the erection of the building or other structure must be begun within 12 months of the date the last permit was issued.*

The subject property has already been partially developed for commercial use through placement of a separate 134 m<sup>2</sup> modular office building on the site.

### **Zoning Bylaw Rewrite**

The Zoning Bylaw Rewrite process took place during 2011 and 2012, with a new bylaw (Zoning Bylaw 2012-20) being approved by Council on July 23, 2012. The new Zoning Bylaw included many changes as part of the implementation of the new OCP which was completed in 2010.

During the rewrite process it was determined that the existing size regulation for caretaker residences, a maximum floor area of 297 m<sup>2</sup> (3200 ft<sup>2</sup>), did not meet the intent of the bylaw and promoted a single family housing situation in commercial/industrial areas. This was a concern as residential development is better suited to areas where there are services or amenities, such as parks, transit service garbage collection, and sidewalks. Further, there was concern that some commercial/industrial activities may be in conflict with a residential lifestyle.



As part of the rewrite process, administration proposed a new regulation limiting the floor area for caretaker suites to 120 m<sup>2</sup> (1290 ft<sup>2</sup>). It was determined that this was a suitable size for the true intent of caretaker residences, and should help achieve the goal of separating residential from commercial/industrial uses and reducing potential future conflicts.

There was some public input on this change as the new limit did not meet the expectations of many who owned these lots. The size reduction would put larger dwellings into non-conformance with the consequence that their owners would not be able obtain insurance to cover full replacement, which is of greater concern.

In the final draft of Zoning Bylaw 2012-20 approved by Council, caretaker residences larger than 120 m<sup>2</sup> were allowed as a conditional use, giving Council an avenue to consider extraordinary situations and strike a bridge between the current regulation and the proposed one. Additionally, providing an opportunity for larger caretaker residences to receive Conditional Use approval alleviated the issue of putting the existing larger residences into non-conformance.

### **Rationale for Larger Caretaker Residence**

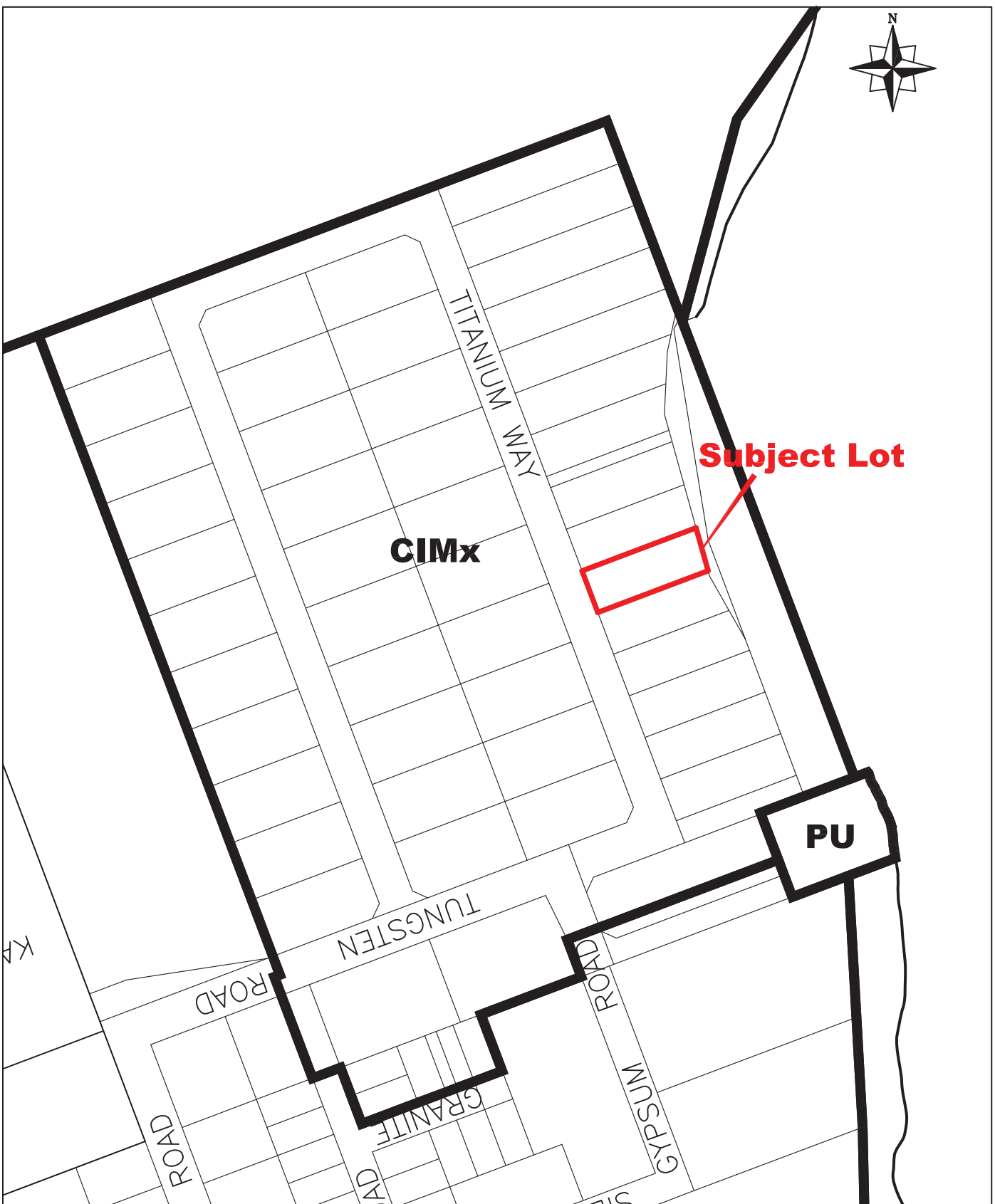
The applicant, Mr. Battersby c/o Northern Cross Minerals Ltd., has expressed a desire to proceed with development plans as originally intended. The owner has completed backfilling and compacting up to the underside of crush for the proposed building pad and to the underside of asphalt in the parking area. The compacting and backfilling was tested by EBA. If approved, construction of the mixed-use building is proposed for summer 2016.

In addition, the applicant notes the potential for a larger caretaker residence with additional bedrooms to provide accommodation for a family as opposed to a 1 or 2 person household.

Finally, the applicant suggests that a prominent riverfront development including a large top-floor residence may increase property values in the area.

### **Public Input Session Scheduled**

In conformance with section 4.8 of Zoning Bylaw 2012-20, a public input session has been scheduled for the regular Council meeting on August 11, 2014.



SCALE: NTS	DWN. BY: RCN
DATE: July 17, 2014	R.No: 0
FILE No: PB-01-2014	

CITY OF WHITEHORSE - PLANNING SERVICES

**LOCATION SKETCH**

Conditional Use Application - 169 Titanium Way  
Application to construct a caretaker residence over 120 m2.



**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Planning and Building Services**

**Accomplishments:**

1. Adopted Regional Parks Plan as a guiding document
2. Adopted Range Road North Neighbourhood Plan as a guiding document
3. Completed Request for Bids for one Mount Sima Industrial lot resulting in offer to purchase (106 Collins Lane)

**Current Efforts:**

1. Accept public feedback on Draft Schwatka Lake Area Plan
2. Issuance of Request for Bids for one Downtown Mixed-Use Commercial lot (708 Ogilvie Street)
3. Work with the public, consultant and Parks & Trails Department to design a new playground for 6<sup>th</sup> Avenue and Jeckell Street area.

**Planned Activities:**

1. Hire consultant to work on Quarry Inventory capital project
2. Establish new Softball Yukon lease agreement for the Pepsi Softball Centre and Robert Service Way ball diamonds
3. Do consultation on accessible housing regulations

**Critical Statistics:**

CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA

Date: Monday, August 4, 2014  
Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu      Vice Chair: Dave Stockdale



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| 1.3. Operations                                      |       |
| 1.4. Water and Waste Services                        |       |
| 2. New Business                                      |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Director Infrastructure and Operations**

**Accomplishments:**

1. Finalize data for Building Consolidation final report
2. IAFF Contract negotiations
3. Asset Management Planning – meetings with consultant and staff

**Current Efforts:**

1. Discussions with YG on Whistle Bend infrastructure
2. Building Consolidation Project – Part 1
3. Meeting with waste and recycling industry on SWAP goals

**Planned Activities:**

1. 2014 Goals & Objectives for the Infrastructure & Operations Division
2. Infrastructure & Operations facility tours
3. Capital and Operations budget review

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – May to July 2014**

**Engineering Department**

**Accomplishments:**

1. Hillcrest Water Supply project designed, approved and tender awarded
2. Well #10 Drilling and Water Supply Main contracts awarded
3. Porter Creek Connector Asphalt Path paving

**Current Efforts:**

1. Ogilvie Street Reconstruction
2. Range Road North Reconstruction finishing
3. Robert Campbell Bridge Widening

**Planned Activities:**

1. Hillcrest water main construction
2. 2<sup>nd</sup> & Shipyards crosswalk installation
3. Capital Budget submissions

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Operations Department**

**Accomplishments:**

1. New fire truck prepared and put into service
2. Spring clean-up completed including street sweeping and flushing
3. Fire Hall #2 renovations completed for Water and Waste Utility Systems crew

**Current Efforts:**

1. Air conditioner unit replacement at Public Safety Building
2. Street line and crosswalk painting
3. Applying calcium and blading unpaved roads

**Planned Activities:**

1. Yearly maintenance at Mount McIntyre Recreation Complex
2. Crack sealing and paved road maintenance
3. Inspect and put into service new grader and excavator

**Critical Statistics:**



**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Water and Waste Services**

**Accomplishments:**

1. Contracts awarded for landfill and recycling operations
2. Water meter pilot project
3. Compliance Officer hired, main job procedures completed

**Current Efforts:**

1. Redesign of compost facility with static aeration piles
2. SWAP Implementation
3. Whistle Bend Infrastructure modifications and repairs

**Planned Activities:**

1. Construction of e-waste storage facility
2. Review of Utility Stations positions with HR
3. Capital upgrades to Crow Street Lift Station and Porter Creek Flush Tank

**Critical Statistics:**

CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE

Date Monday, August 4, 2014  
Location: Council Chambers, City Hall

Chair: Kirk Cameron Vice Chair: Mike Gladish



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| 1.3. Parks and Trails                                |       |
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| 1.5. Transit Services                                |       |
| 2. New Business                                      |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

**QUARTERLY ACTIVITY REPORT – May to July 2014**

**Director Community & Recreation Services**

**Accomplishments:**

1. Participated in Facilitator and EOC Training
2. Reviewed Citizen Survey results for work plan and budget follow up
3. Met with Transit staff to introduce new structure incorporating a supervisor position

**Current Efforts:**

1. Budget preparation
2. Preparing “draft” policies for park use and sport tourism
3. Meetings with consultant and staff related to the Job Evaluation Program 5 Year Review

**Planned Activities:**

1. Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD) Advisory Committee Draft Action Plan
2. Prepare position descriptions and questionnaires being utilized to test the Job Evaluation 5 Year Review changes
3. Introduce and implement a core competency model to the Bylaw Department staff

**Critical Statistics:**

## QUARTERLY ACTIVITY REPORT – May to July 2014

### Outreach and Events

#### Accomplishments:

1. Hosted 20 Minute Makeover and provided logistic support to Yukon Tradeshow
2. Hosted 2014 Seniors Tea and completed Seniors Tea survey follow up for 2015 event
3. Completed the 2014 Ushiku Sister City exchange for 12 Whitehorse participants in Japan

#### Current Efforts:

1. Planning, organizing and coordinating logistics for the Lancieux Sister City reception
2. Tennis Court erosion control measures underway
3. Trail planning with Crestview community neighbourhood task force

#### Planned Activities:

1. Firefighter statue unveiling in September
2. Coordinate and develop 2015 events
3. Annual Capital and Operating budget submissions

#### Critical Statistics:

2014			
July	29	Tues	Finale Ushiku Reception
August	26	Tues	Flag Raising – Lancieux France
Sept	26	Fri	Lancieux France- Sister City Reception
Sept	26-27	Fri- Sun	Culture Days
Oct	1		Recruitment for Ushiku Host Families
2015			
Feb	17-22		International Snow Sculpting Challenge
Feb	18	Wed	Civic Dinner
April	15	Wed	Volunteer of the Year Reception
May	6	Wed	20 Minute Makeover
June	10	Wed	Seniors Tea

**QUARTERLY ACTIVITY REPORT – May to July 2014**

**Parks and Trails**

**Accomplishments:**

1. Supported special events including Pancake Breakfast, Canada Day, Adaka Festival, St. Jean Baptiste
2. Installed bollards and boulders to control access to trails in greenspace areas.
3. Completed spring clean-ups and planted annual flowers

**Current Efforts:**

1. Installation of Normandy Playground
2. Large focus on cutting sweet clover along trails, sidewalks and various green spaces
3. Replacement of dead trees on Main Street and other Parks

**Planned Activities:**

1. Installation of outdoor fitness stations along millennium trail
2. Installation of Fireman Statue at Old Firehall
3. Annual Capital and Operating budget submissions

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Recreation and Facility Services**

**Accomplishments:**

1. Spring, Summer, and regular season scheduling and program design
2. Kids Triathlon, Ship Shape, Corporate Volleyball
3. New flooring in Wellness Centre Installed

**Current Efforts:**

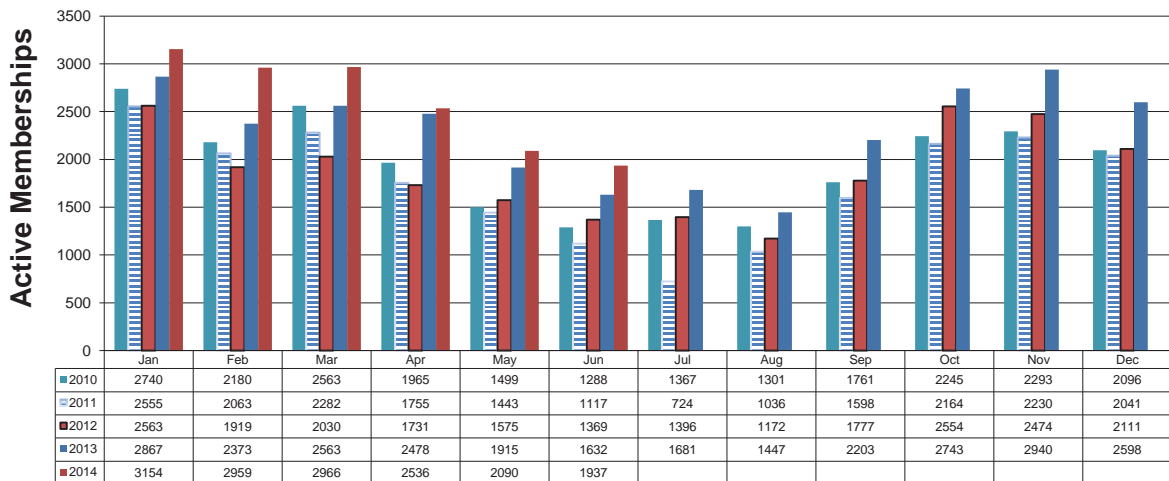
1. Activity Based Costing Report – Break Down of Costs / Revenues by Area
2. Aquatics Review – BC Lifesaving Society Standards
3. Program Marketing and Communications Plan Implementation

**Planned Activities:**

1. Programming Policy Review - Child and Youth program guidelines/standards and evaluation
2. Arena Use / Scheduling Policy Updates
3. Chlorine Generation Options

**CGC Active Membership Statistics:**

**Canada Games Centre Memberships**



**Monthly Activity**    ■ 2010   ■ 2011   ■ 2012   ■ 2013   ■ 2014

## QUARTERLY ACTIVITY REPORT – May to July 2014

### Transit Services Department

#### Accomplishments:

1. Transit bus stop review
2. Transit organizational review
3. Transit infrastructure inventory – amenities

#### Current Efforts:

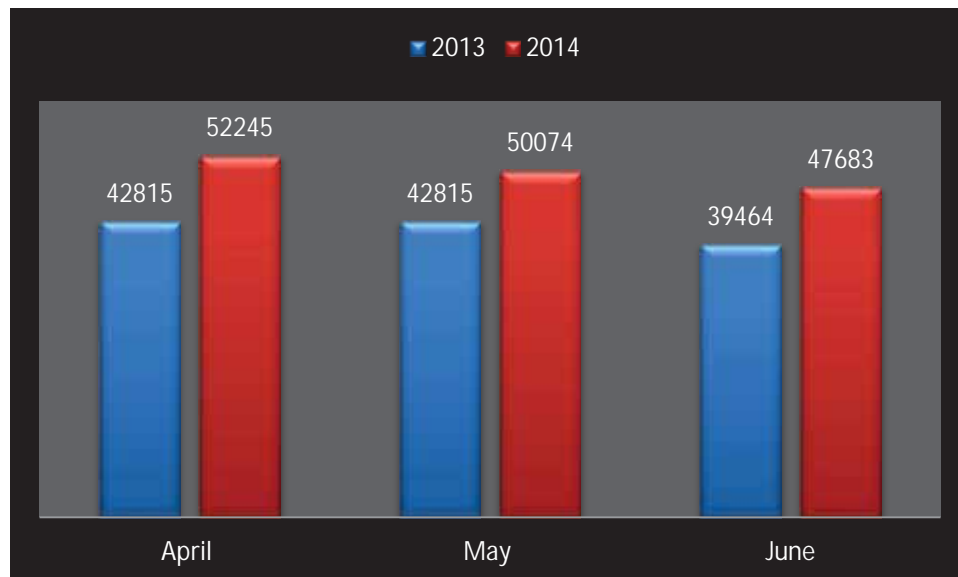
1. Bus shelters for Kwanlin Dün First Nation – partnership for two shelters
2. Transit bus stop ridership review – total number of riders per day per stop
3. Whistle Bend transit route – route design and timings

#### Planned Activities:

1. Transit external and internal advertising campaign
2. YG Education presentation on group pass project to schools – Fall

#### Critical Statistics:

### Transit Ridership 2013 vs 2014





CITY OF WHITEHORSE  
PUBLIC HEALTH AND SAFETY COMMITTEE

Date Monday, August 4, 2014

Location: Council Chambers, City Hall



Chair: Dave Stockdale Vice Chair: Kirk Cameron

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| 1.1. Bylaw Services                                  |       |
| 1.2. Fire Department                                 |       |
| 2. New Business                                      |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Bylaw Services**

**Accomplishments:**

1. Bicycle Bylaw educational visits with elementary schools
2. Canada Day Parade and Rubber Duck Race traffic control
3. Completion of May Vehicle for Hire inspections

**Current Efforts:**

1. Review of Summary Conviction Act changes with City Solicitors and Yukon Government Solicitors
2. Letters sent out to stakeholders and industry for input on Vehicle for Hire amendments
3. Bicycle patrols in downtown area and along water front

**Planned Activities:**

1. Review of Parks and Recreation Area Bylaw and Protected Area Bylaw by internal working group
2. Installation of parking meters on Front Street from Main to Steele
3. Engagement of stakeholder and industry for input on Vehicle for Hire amendments

**Statistics as of the end of June:**

- Number of accessible parking violation tickets issued May/June: **15**
- Number of parking infractions issued May/June: **3782** (**3362** for expired meter)
- Number of complaints investigated YTD: **1393** (1226 in 2013)

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Fire Department**

**Accomplishments:**

1. Pumper received from Smeal Fire Apparatus and put into service
2. Emergency Operations Centre training from the Justice Institute of BC completed
3. IAFF negotiations successfully completed with an 8 year contract

**Current Efforts:**

1. Fire Department Strategic Plan is nearing completion
2. Preparation and interviews for new Volunteer Firefighters is underway
3. Completing the position description for the Deputy Fire Chief position

**Planned Activities:**

1. Fire Operations 101 day still anticipated to take place in the early fall
2. Volunteer Firefighter recruit class to begin in September
3. Attend the Yukon Association of Fire Chiefs convention 20-23 of August

**Critical Statistics:**

Fire Suppression June 2014							June 2014				
Type of Call	April 2014	May 2014	June 2014	Year To Date	Fire Dollar Loss	Property Saved	April	May	June	Year to Date	
Alarm no fire	27	20	31	197	\$0.00	\$0.00					
False alarm	0	0	0	2	\$0.00	\$0.00					
Carbon Monoxide Alarm	7	5	4	47	\$0.00	\$0.00					
Imminent fire hazard	0	0	0	0	\$0.00	\$0.00					
Chimney fire	1	0	0	11	\$0.00	\$0.00					
Motor vehicle accident	1	6	0	26	\$0.00	\$0.00					
Public Hazard	4	2	2	8	\$0.00	\$0.00					
Hazardous Materials incident	0	0	0	0	\$0.00	\$0.00					
Trash/rubbish	2	1	1	61	\$0.00	\$0.00					
Grass/brush	8	14	14	11	\$0.00	\$0.00					
Rescue	4	1	0	5	\$0.00	\$0.00					
Assist other agency	0	0	2	15	\$0.00	\$0.00					
Vehicle fire	1	3	0	13	\$21,000.00	\$1,500.00					
Structural fire	1	3	4	424	\$40,500.00	\$553,500.00					
<b>Totals</b>	<b>56</b>	<b>55</b>	<b>58</b>	<b>820</b>	<b>\$61,500.00</b>	<b>\$555,000.00</b>					
							<b>Fire Prevention Activities</b>				
							Public Fire Prevention Inquiries	4	10	8	41
							Public Education and Relations (Schools Offices, etc.)	2	1	2	14
							Fire Safety Inspections (site visits)	17	19	5	103
							Plan Reviews	1	2	1	6
							Fire Protection System Inquiries	4	0	4	19
							Fire Drills/ Evac Planning (assist with planning & audit drills)	2	1	1	9
							Telephone Inquiries -- Fire Safety	6	6	5	23
							Telephone Inquiries -- Code Items	3	3	4	32
							Telephone Inquiries -- Fire Protection Systems	1	2	2	13
							Fire Inspections -- Shifts	34	39	46	257
							<b>Total Fire Prevention Activities</b>	<b>74</b>	<b>83</b>	<b>78</b>	<b>517</b>
							<b>Training Activities</b>				
							Training of Casual Firefighters	0	0	0	0
							Full-time Member training	42	17	13	202
							Volunteer Training	14	11	11	113
							Driver Training	3	0	2	47
							Other Training	0	0	0	3
							Recruit Training	0	0	0	0
							<b>Total Training Hours</b>	<b>59</b>	<b>28</b>	<b>26</b>	<b>365</b>

CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date: Monday, August 4, 2014  
Location: Council Chambers, City Hall



Chair: Betty Irwin      Vice Chair: John Streicker

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**Pages**

- |  |       |
|--|-------|
| 1. Quarterly Activity Reports - For Information Only | 1 - 2 |
| 1.1. Director of Development Services                |       |
| 1.2. Environmental Sustainability                    |       |
| 2. New Business                                      |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Director of Development Services**

**Accomplishments:**

1. Attended City Age Conference in Edmonton, AB with Mayor Curtis and Councillor Streicker
2. Initiated Business Visitation Program with Mayor and Economic Development Coordinator
3. Assisted with request for proposal process for Sustainability Plan update

**Current Efforts:**

1. Preliminary engagement with key stakeholders for Economic Development Strategy update
2. Budget preparation and review
3. Continue to work with YG and First Nations on land opportunities

**Planned Activities:**

1. Prepare for Economic Development Strategy public meeting (September)
2. Continue budget preparation and review
3. Continue to work with Yukon and First Nation governments on land opportunities

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Environmental Sustainability**

**Accomplishments:**

1. May Bike Month promotional activities implemented (bike bingo, bike to work, and scavenger hunt)
2. Phase 2 of commercial compost collection pilot initiated (Friday collection of 17 new participants)
3. Contract for Sustainability Plan update awarded to Modus Planning, Design, and Engagement

**Current Efforts:**

1. Exploring medium term funding options for recycling
2. Working with consultant (Modus) on development of engagement strategy for review of City Sustainability Plan
3. Coordinating with new Compliance Officers (in Department of Water & Waste Services) at Waste Management Facility to conduct education and enforcement of Solid Waste Action Plan requirements

**Planned Activities:**

1. Develop and launch Employee Sustainability Action campaign
2. Issue Request for Quotes for large collection bins for large producers of organic waste (funded by Gas Tax)
3. Fall active commuting and Transit promotion activities

**Critical Statistics:**

**CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA**

**Date** Monday, August 4, 2014

**Location:** Council Chambers, City Hall



**Chair:** John Streicker      **Vice Chair:** Betty Irwin

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	<b>Pages</b>
1. Second Quarter Capital Variance Report	1 - 3
2. Second Quarter Operating Variance Report - For Information Only	4 - 6
3. History Book Bylaw	7 - 10
4. Council Travel Authorization - Various Events	11 - 11
5. Quarterly Activity Reports - For Information Only	12 - 17
5.1. City Manager	
5.2. Director of Corporate Services	
5.3. Business and Technology Systems	
5.4. Financial Services	
5.5. Human Resources	
5.6. Strategic Communications	
6. New Business	

**CHAIRPERSON SHALL ASK IF ANYONE PRESENT WISHES TO  
SPEAK TO THIS COMMITTEE**



## **ADMINISTRATIVE REPORT**

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** August 4, 2014  
**RE:** Second Quarter Capital Variance Report

### **ISSUE**

The Financial Services Department has reviewed Capital Budget projections submitted by Department Managers and is providing a summary of completed capital projects requiring amendments to the 2014 capital budget.

### **REFERENCE**

2014 Capital Budget

### **HISTORY**

Council adopted a capital budget for 2014 totalling \$12,907,200. Throughout the first half of the year, a series of Council and Administrative amendments were made totalling \$10,683,954 for a new total of \$23,591,154. See attached Appendix A.

### **ALTERNATIVES**

1. Approve the budget amendments as recommended
2. Do not approve the budget amendments

### **ANALYSIS**

As part of the City's second quarter variance reporting there is a requirement for Managers to review their planned capital spending. As a result of this review, some of the 2014 capital projects have been identified as complete or under budget. The result of this review is that \$326,383 can remain in the City's reserves in preparation for the 2015 budget planning and \$798,051 in outside source funding can be released for potential 2015 applications.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize the following amendments to the 2014 to 2017 Capital Plan Bylaw:

1. Capital Reserve – amend the funding of the following projects with \$6,381 in funding remaining in the Capital Reserve:

240c00214 2 <sup>nd</sup> & Shipyards Crosswalk	\$5,000	Over budget
320c01210 EMO Equipment	-\$11,381	Project not needed

Administrative Report – Second Quarter Capital Variance Report  
August 4, 2014

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2. Equipment Reserve – amend the funding of the following project with \$6,970 in funding remaining in the Equipment Reserve:

320c00510 P&R Lawn Tractors	-\$6,970	Under budget
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3. Water & Sewer Reserve – amend the funding of the following projects with \$272,032 in funding remaining in the Water & Sewer Reserve:

240c00213 Hillcrest Water Supply	-\$200,000	Under budget
650c01614 Replace 2 Mile Hill Booster UPS	-\$72,032	Under budget

4. General Reserve – amend the funding of the following projects with \$41,000 in funding remaining in the General Reserve:

100c00111 Organizational Review	\$20,000	Over budget
720c01714 Land Development Strategy	-\$30,000	Project cancelled
720c02114 Takhini North Surveys	-\$31,000	Under Budget

5. Gas Tax – amend the funding of the following project with \$223,051 in funding returning to the City's Gas Tax allocation and available for other projects:

240c00709 Selkirk Well Development	-\$223,051	Return to Gas Tax
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6. Territorial Capital Grants – amend the following projects with \$575,000 in Territorial Capital Grants not required:

720c00214 Whistle Bend Phase 8	-\$500,000	Deferred to 2015
720c00814 Quarry Inventory	-\$75,000	Funding unavailable

**Approved 2014 Budget**

**\$ 12,907,200**

**Revisions:**

**Approved Rebudgets**

**\$8,187,317**

**Budget Amendments**

Add budget for Asset Management Project (NAMS)  
 Add budget for Consultant costs on YG recoverable project  
 Increase Sustainability Plans Review budget coming from Gas Tax&decreasing General Reserve  
 Increase Sustainability Plans Review budget coming from Gas Tax&decreasing General Reserve  
 Moving the 2015 budget for Ogilvie St Reconstruction to 2014  
 Add Budget to the new project: Hillcrest - Airport Connector  
 Add budget to the new rescue/pumper fire apparatus and a small contingency for unexpected requirements  
 Increase Ogilvie St West Reconstruction budget coming from Capital Reserve  
 Add Budget to the installation of security cameras@CGC coming from General Reserve  
 Add Budget to the new project: Relocating Meters&Purchasing New ones (Front St-Main-to Steele)  
 Add Budget to the new project: Meters on 2nd & Steele  
 Total Budget Amendments

Project Number	Bylaw/Resolution Number	
500C00114	ADM-1	15,000
720C00211	ADM-9 CORRECT	11,633
600C00214	2014-04-05	60,000
600C00214	2014-04-05	(40,000)
240C00911	2014-05-03	1,950,000
240C01314	2014-03-03	100,000
440C00311	2014-06-03	65,000
240C00911	2014-08-07	300,000
750C00109	ADM-18	20,000
400C00114	ADM-30	10,038
400C00214	ADM-34	4,966
		<b>2,496,637</b>

**Total Revisions**

**10,683,954**

**Total Revised 2014 Capital Budget**

**\$ 23,591,154**

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** August 4, 2014  
**RE:** Second Quarter Operating Variance Report – For information only

### ISSUE

The Financial Services Department has reviewed Operating Budget projections submitted by Department Managers and is providing a forecast of operating results to the end of the 2014 fiscal year.

### REFERENCE

2014 Operating Budget

### HISTORY

Council adopted an operating budget for 2014 totalling \$68,517,868. Throughout the first half of the year, a series of Council and Administrative amendments were made totalling \$582,679 for a new total of \$69,100,547. See attached Appendix A.

### ANALYSIS

The 2014 Second Quarter Variance projection is that total operating revenues will be under budget by \$563,844 and expenses under budget by \$270,335. Therefore, operating projections to December 31, 2014 as compared to the revised budget indicate an operating shortfall of \$293,509 for the corporation.

Notable revenue items that vary from budget include:

Revenue	
Operating Grants	(188,397)
Reserve Transfers	(121,996)
Miscellaneous Revenue	(155,926)
Building Permits	(50,000)
Searches & Certificates	(47,525)
<b>Total Revenues</b>	<b>\$(563,844)</b>

- Operating Grants are expected to be lower due to changed funding arrangements. Notable changes to projections involve changes to Gas Tax staff coverage eligibility and a change in project scope around specific Planning projects. This change will also be accompanied by a decrease in wages in some areas.
- Reserve Transfer revenues are expected to be lower but they are offset by a decrease in the Reserve Transfer expense.

Administrative Report – Second Quarter Operating Variance Report  
 August 4, 2014

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- Miscellaneous Revenue is made up of a large number of smaller variances such as lower than anticipated zoning fee revenue of \$25,000, lower investment income of \$30,000 due to staff shortages, and reduced accessible parking fines of \$20,000 also due to staff shortages.
- Development activity is lower than anticipated therefore Building Permits are expected to be lower by \$50,000.
- Searches & Certificates are projected to be less than budget due to lower than anticipated real estate transaction volumes.

On the expense side the following items vary notably from the budget:

Expenses	
Electrical	528,298
Wages	(759,138)
Reserve Transfers	(112,954)
Miscellaneous Expenses	73,459
<b>Total Expenses</b>	<b>\$(270,335)</b>

- Electrical expenses are by far the highest area projected to be over budget. During the 2014 budget deliberations, a submission was made to increase electricity across the organization by 10%. This submission was approved but it appears that the City's electrical costs will still be over budget, primarily in the Water & Waste area. Administration commits to completing an audit of our electrical usage prior to the Third Quarter Variance. The results of this audit will be presented to Council.
- Vacancies across the corporation contribute to projections for wages and benefits being \$759,138 below budget. Affected areas include Legislative & Administration, Fire, Bylaw, Engineering and Finance. Planning is also under budget but these vacancies are offset by lower than anticipated operating grant revenue.
- Miscellaneous expenses are made up of several small amounts including items such as \$39,886 in assessment services and propane at \$35,479

Overall, Department spending is largely being controlled, and the Second Quarter Variance projected shortfall of \$293,509 represents far less than 1% of the City's revised operating budget of \$69,100,547.

Bylaw/Resolution Number	2014		2015		2016	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
	\$ 68,517,868	\$ 68,517,868	\$ 67,156,737	\$ 67,156,737	\$ 66,972,223	\$ 66,972,223
ADP - 2 Total	4,000	4,000	-	-	-	-
ADP - 5 Total	20,000	20,000	20,000	20,000	20,000	20,000
ADP - 6 Total	20,000	20,000	-	-	-	-
ADP - 7 Total	3,500	3,500	3,500	3,500	3,500	3,500
2014-03-05 Total	1,500	1,500	-	-	-	-
Admin Rev #1 Total	186,698	186,698	190,590	190,590	195,354	195,354
ADM-8 Total	800	800	-	-	-	-
ADM-10 Total	3,000	3,000	3,000	3,000	3,000	3,000
ADM-11 Total	2,800	2,800	2,800	2,800	2,800	2,800
ADM-12 Total	12,500	12,500	-	-	-	-
ADM-13 Total	7,153	7,153	46,930	46,930	48,100	48,100
ADM-17 Total	3,696	3,696	6,298	6,298	6,453	6,453
2014-06-06 Total	34,600	34,600	42,600	42,600	18,600	18,600
2014-06-06 ADJ Total	-	-	-	-	-	-
ADM-20 Total	(23,086)	(23,086)	(23,459)	(23,459)	(24,027)	(24,028)
ADM-21 Total	3,592	3,592	3,639	3,640	3,712	3,712
ADM-22 Total	20,847	20,847	21,191	21,191	21,722	21,722
ADM-23 Total	5,000	5,000	10,000	10,000	-	-
2014-10-04 Total	25,000	25,000	-	-	-	-
ADM-28 Total	6,098	6,098	12,293	12,293	12,606	12,606
ADM-31 Total	(21,299)	(21,299)	22,840	22,840	23,413	23,413
ADM-32 Total	(21,990)	(21,990)	(22,344)	(22,344)	(22,923)	(22,922)
ADM-33 Total	16,000	16,000	20,000	20,000	-	-
2014-13-12 Total	33,205	33,205	75,038	75,038	83,839	83,839
2014-15-02 Total	33,000	33,000	-	-	-	-
ADM-41 Total	7,800	7,800	-	-	-	-
ADM-42 Total	(45,932)	(45,932)	(8,292)	(8,292)	(8,526)	(8,526)
ADM-43 Total	9,736	9,736	9,980	9,980	10,230	10,230
ADM-13 COR Total	4,359	4,359	-	-	-	-
ADM-17 COR Total	966	966	10	10	21	21
ADM-20 COR Total	29,666	29,666	30,150	30,150	30,892	30,892
ADM-31 COR Total	38,210	38,210	1,347	1,347	1,381	1,381
ADM-32 COR Total	121,328	121,328	123,336	123,336	126,422	126,422
ADM-42 COR Total	45,932	45,932	8,292	8,292	8,526	8,526
Grand Total	69,100,547	69,100,547	67,756,476	67,756,476	67,537,316	67,537,317

**Approved Budget Amendments**

Increase budget for Embracing 50th Anniversary Yukon Sourdough Rendezvous

Allocate budget for Facility Maintenance FGE submission that was approved but not built into budget

Allocate budget for Human Resources - JES Consultant FGE submission that was approved but not built into FMW

Increase Budget for New Xerox machine supplies - Human Resources

Allocate Heritage Fund Grant to YHMA for the 2014 Yukon Stikine Heritage Fair

Allocate funds for Operations Vactor and Grader Operators (Incorrectly removed from the Operating budget)

Increase Training Budget for Local Government Facility

Increase Cell/Smart Phone Budget to include technology improvements (sim card)

Allocate Budget for Facility Maintenance Water&Sewer Chrgs to align the budget with the annual expense

Reallocate 2013 funds from Art Trust Fund for the Fire Fighter Statue

Allocate budget to Engineering/Planning/Safety Ser/HR as per JES Committee Results

Correction and Addition as per Feb JES Committee Results to Engineering and Parks&Playgrounds budget

Fees and Charges Bylaw 2014-18 (1st Quarter changes)

Fees and Charges Bylaw 2014-18 (1st Quarter changes) ADJUSTMENT

Allocate budget to W&S as per April JES Committee Results & department changes

Allocate budget to Financial Serv Admin as per April JES Committee Results

Allocating the missing 2014-2017 budget to the PMP fr the Operating Impact - Cemetery Expansion GMC

Allocating budget to the new project: Parks and Protected Areas Bylaw re-write facilitation

Amend the budget to include YG Grant for the expansion of Seniors Drop-in Programming

Addition as per April JES Committee Results to Business&Technology salary/benefit budget

Changes as a result of May 2014 JE Committee to Facilities & Rec Svc budget

Amend the Facilities and Recreation Svcs salary Budget due to department revisions

Add the training budget with regards to the City Manager hiring commitment

Increase 2014-2016 operating and mtns budget for Landfill Operations contract

Restore Municipal Grant Levels to Maximum

Restore Municipal Grant Levels to Maximum

Amend Wages & Benefit Budget for the Landfill for the FGE 2014

Add budget for vacation coverage & 1/2 time position for writing services for the annual report

Allocate budget to the correct object code

Allocate budget to the correct object code

Allocate budget to the correct object code

Allocate budget to the correct object code

Allocate budget to the correct object code

Allocate budget to the correct object code

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> August 4, 2014
<b>RE:</b> History Book Bylaw

### **ISSUE**

To bring forward a bylaw to adopt an agreement with respect to the Whitehorse History Book

### **HISTORY**

The Whitehorse History Book Society approached the City in 2011 with a proposal for the development of a Whitehorse history book and a request for financial support. This project was spear-headed by a group of citizens who recognized that many long-term residents were passing and that their stories were passing with them. The book was planned as a means to ensure that the corporate memory of Whitehorse would not be lost.

The City provided \$30,000.00 from the Heritage Trust to assist in the development of the book, and *Whitehorse: An Illustrated History* was completed in 2013. This book is now considered an important component of ensuring that the history of the community is preserved.

The Whitehorse History Book Society recognizes that periodic updates will be required to ensure that the history of the City continues to be maintained. The Society has once again approached the City with a request that the City support ongoing updates to the history book by entering into an agreement.

### **ALTERNATIVES**

1. Bring forward a bylaw to adopt the Agreement
2. Propose amendments to the Agreement
3. Reject the Agreement

### **ADMINISTRATIVE RECOMMENDATION**

THAT Bylaw 2014-28, a bylaw to adopt an agreement with the Whitehorse History Book Society with respect to future updates of the Whitehorse History Book, be brought forward for due consideration under the bylaw process.



# CITY OF WHITEHORSE

## BYLAW 2014-28

A bylaw to authorize an agreement with the Whitehorse History Book Society

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WHEREAS the council of the City of Whitehorse deems it important that the history of the community be protected and preserved; and

WHEREAS council has established various bylaws to ensure the preservation of important illustrations of the historic development of the community, the peoples of the community and their respective cultures, and the natural history of the community; and

WHEREAS the Whitehorse History Book Society has published a book entitled *Whitehorse: An Illustrated History*; and

WHEREAS it is deemed important that this history book is updated from time to time;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This bylaw may be cited at the "***History Book Bylaw***".
2. The agreement between the City of Whitehorse and the Whitehorse History Book Society attached hereto as Appendix "A" and forming part of this bylaw, is hereby adopted.
3. This bylaw shall come into force and effect upon final passage hereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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City Clerk

# History Book Bylaw 2014-28 – Appendix “A”

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## AGREEMENT

BETWEEN: **The City of Whitehorse**  
2121 Second Avenue, Whitehorse, YT Y1A 1C2  
(the City)

AND: **The Whitehorse History Book Society**  
PO Box 128 – 108 Elliott Street, Whitehorse YT Y1A 6C4  
(the Society)

In consideration of the mutual promises herein, the parties agree as follows:

### ASSIGNMENT OF CONTRACTUAL RIGHTS

1. The Society hereby irrevocably assigns and transfers unto the City and its assignees, all its interest in and to the contract dated the 20th day of December, 2012, as amended by an agreement dated April 29, 2014, made between the Whitehorse History Book Society and Figure 1 Publishing Inc. (the “Publisher”), the contract and amendment annexed as Schedule “A”, including all rights of action or other rights accruing to it, or which might after this assignment takes effect accrue unto it under the contract (collectively, the “contract”).

### ASSUMPTION OF LIABILITIES

2. The City accepts the assignment of the contract and agrees to be bound by the contract and assumes the obligations of the Society under the contract.

### ASSIGNMENT OF COPYRIGHT

3. The Society hereby irrevocably assigns and transfers to the City, any and all of its interest in and to the copyright of the original work entitled “*Whitehorse: An Illustrated History*” (the “Work”) for the remainder of the unexpired term of the copyright.

### ASSIGNMENT OF SOCIETY’S FUNDS

4. The Society irrevocably assigns and transfers unto the City and its assignees, any and all of its interest in and to the funds so paid and which are remaining after payment of all of its liabilities prior to the winding up of the Society, which the Society estimates to be in the approximate amount of \$4,000.00 to \$5,000.00 (the “Funds”).

### WAIVER OF MORAL RIGHTS

5. Whereas the Society created, in or about February 28, 2013, the Work, the Society hereby waives its moral rights in the Work in favour of the City and its assignees and licensees.

# History Book Bylaw 2014-28 – Appendix “A”

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## PERIODIC UPDATE OF THE WORK

6. The City shall, at its discretion, use the Funds and part of the proceeds from the sale of the Work in order to periodically update the Work.

## PUBLISHER’S CONSENT

7. The Publisher has consented to the assignment delineated in section 1 of this Agreement, as is required by section 6 of the contract.

## GOVERNING LAW

8. This Agreement shall be governed by and construed in accordance with the laws of the Yukon Territory and the laws of Canada applicable therein.

## COUNTERPARTS

9. This Agreement may be executed in counterparts and by e-mail or facsimile, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

The parties hereby acknowledge and agree to the above terms and conditions this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

## WHITEHORSE HISTORY BOOK SOCIETY

\_\_\_\_\_  
Ione Christensen, Chair

\_\_\_\_\_  
R. B. Cameron, Vice-Chair

## THE CITY OF WHITEHORSE

\_\_\_\_\_  
Dan Curtis, Mayor

\_\_\_\_\_  
Robert Fendrick, FCGA, City Clerk

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> August 4, 2014
<b>RE:</b> Council Travel Authorization – Various Events

### **ISSUE**

Authorization of travel expenses for council members attending various events

### **ALTERNATIVES**

Authorize the requests for travel expenses

Deny the requests for travel expenses

### **ANALYSIS**

Council's Expense Policy requires approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse.

Councillor Streicker has indicated his intention to attend the Board meeting of the Association of Yukon Communities to be held in Faro in September and the Arctic Age Conference to be held in Ottawa in December.

Councillor Cameron has indicated his intention to attend the annual conference of the Canadian Capital Cities Organization to be held in Charlottetown in September.

### **ADMINISTRATIVE RECOMMENDATION**

THAT travel expenses from the City-representative account and per diem expenses from the Councillor-initiated account be authorized for Councillor Streicker to attend the fall Board Meeting of the Association of Yukon Communities to be held in Faro in September; and

THAT travel expenses from the City-representative account and per diem expenses from the Councillor-initiated account be authorized for Councillor Cameron to attend the annual conference of the Canadian Capital Cities Organization to be held in Charlottetown, PEI in September; and

THAT travel and per diem expenses from the Councillor-initiated account be authorized for Councillor Streicker to attend the Arctic Age Conference to be held in Ottawa in December.

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**City Manager**

**Accomplishments:**

1. Facility and department tours, introductions to associations and organizations
2. Signed off on Y022 and Y023 Collective Agreements
3. Achieved contract for IAFF and ratification within Council's mandate

**Current Efforts:**

1. Undertake initial steps to set up and achieve alignment of strategic planning, budgeting, and performance development processes
2. Oversee and guide City administration AGM preparations for August 27, 2014
3. Work with consultant to finalize organizational review

**Planned Activities:**

1. Strategic Planning update and 2015 forecast at the end of September
2. AYC Board meeting in September
3. Whitehorse Chamber of Commerce Annual General Meeting

**Critical Statistics:**

***Intergovernmental meetings***

Association of Yukon Communities Annual General Meeting (May)  
DM of Community Services (5)  
ADM of Community Development (6)  
HPW, EMR, CS (1)  
Kwanlin Dün First Nation (1)

***Committee Meetings***

Persons with Disabilities Advisory Committee (2)  
Senate Energy, Environment & Natural Resources Committee (1)

***Community Organization Meetings and Events***

Whitehorse Chamber of Commerce (2)  
Business After Hours (3)  
Northern Vision Place Opening  
Senior's Tea  
Raven Steals the Sun  
Miles Canyon Historic Railway Society signage unveiling  
Cold Climate Innovation (Yukon Research Centre)  
Yukon Convention Bureau  
Alaska Highway Heritage Society

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Director of Corporate Services**

**Accomplishments:**

1. Strategic Planning sessions: Council and administration
2. 2014 Biennial Citizen Survey completion and reporting
3. Emergency measures training – 3 days

**Current Efforts:**

1. City grant policies review
2. Revenue generation report
3. Property assessment project and report

**Planned Activities:**

1. Elections procedures and electronic voting
2. Strategic planning sessions: Fall 2014
3. Asset Management Strategy project work

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Business and Technology Systems**

**Accomplishments:**

1. Successful recruitment for 2 positions
2. Fibre optic conduit installations: Robert Campbell Bridge and Ogilvie Street
3. Diamond and WorkTech software updates

**Current Efforts:**

1. Transition City radios program to B&TS
2. Develop electronic voters list for 2015 election
3. Technical and process support for HRIS and asset management projects

**Planned Activities:**

1. Prepare annual capital and operating budget submissions
2. Prepare for Virtual City Hall launch
3. Initiate paperless document management task force, begin draft RFP

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Finance Department**

**Accomplishments:**

1. Billing & collection of 7500+ property tax accounts representing over \$27M in tax revenue plus government payment-in-lieu amounts of \$6M. Included in the collection is the administration of the YG Home Owners Grant program
2. Finalization and presentation to Council of 2013 audited financial statements
3. Implemented new Y022/Y023 collective agreement clauses impacting payroll processing and provided retro-payments within legislated timelines

**Current Efforts:**

1. 2015 operating & capital budget
2. IAFF new collective agreement implementation and retro payment calculation
3. Contract administration manual revisions

**Planned Activities:**

1. 2015 operating & capital budget
2. Implementation of procurement area staffing review results
3. Continued work with Water & Waste, Bylaw, Business & Technology Services, Human Resources, and the Asset Management and Contaminated Sites groups on the financial implications of their identified projects

**Critical Statistics:**



**QUARTERLY ACTIVITY REPORT – May to July 2014**

**Human Resources**

**Accomplishments:**

1. Ratification of the IAFF contract
2. Job Evaluation Plan 5 year Report
3. Job Evaluation Plan Updates

**Current Efforts:**

1. Implementation of contract with Firefighters
2. Planning for the City Annual General Meeting
3. Job Evaluation Plan Five Year Review

**Planned Activities:**

1. Actions stemming from Organizational Check-in
2. HRIS implementation
3. Performance Development Program implementation

**Critical Statistics:**

- IAFF contract is for 8 years, providing stability for the City and for firefighters.
- JE Plan Updates include the simplification of forms for ease of use
- 2014 AGM is planned for August 27<sup>th</sup> at Kwanlin Dün Cultural Centre

**QUARTERLY ACTIVITY REPORT – May to July 2014**  
**Strategic Communications and Customer Service**

**Accomplishments:**

1. Launched the City's new social media sites (Facebook, LinkedIn, Google+)
2. Initiated a weekly update on City news and events
3. Completed internal discussions and employee survey on communications

**Current Efforts:**

1. Working with Finance on the preparation of the City's Annual Report
2. Developing Marketing Strategy advertisements and information for employees
3. Providing communications support for Council and departments

**Planned Activities:**

1. Continue to promote new public engagement calendar tool
2. Report on the internal review of communications services
3. Review the City's graphic standards and provide an update for employees

**Critical Statistics:**

**Press Releases**

Successful community cleanup – Waste diversion at Trade Show impressive – City launches cycling scavenger hunt – City to hold household hazardous waste day  
City releases Citizen Survey results – City approves Regional Parks Plan  
World Softball Championship – Organics pilot is expanding

**Public Service Announcements**

Persons with Disabilities Advisory Committee town hall meeting – Clean across Whitehorse reminder – Downtown escarpment trail closure – Regional Parks Plan final draft for review – Robert Campbell Bridge Construction – Downtown parking rules enforced – Bike to work week – Mayor and Council town hall meeting – Get ShipShape along the Waterfront – Public access defibrillation training – Schwatka Lake Area Plan – Fourth Avenue lane closure – Extended hours at City Hall – Ogilvie Street and Fourth Avenue intersection closure – Whitehorse celebrates Canada Day – Bus shelters vandalized – 6th and Jeckell Playground redesign BBQ

**Media Advisories**

Clean across Whitehorse community cleanup challenge – Employment contract signing ceremony – Raven Steals the Sun art unveiling – City to release Citizen Survey results