



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

**Date** April 18, 2016

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Jocelyn Curteanu – Chair  
Councillor Robert Fendrick – Vice Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Betty Irwin  
Councillor Roslyn Woodcock

**Absent** Councillor Samson Hartland

**Staff Present**  
Linda Rapp, Acting City Manager  
Douglas Hnatiuk, Acting Director of Community and Recreation Services  
Mike Gau, Director of Development Services  
Peter O'Blenes, Director of Infrastructure and Operations  
Valerie Braga, Chief Financial Officer  
Jeff O'Farrell, Manager of Legislative Services

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



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	April 18, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, Acting City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Shannon Clohosey, Manager of Environmental Sustainability Glenda Koh, Environmental Coordinator

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

**1. Sustainability Plan Implementation and Monitoring – For Information Only**

The Whitehorse Sustainability Plan was adopted in 2015 to identify the foundation for a healthy community, and drives projects and programs throughout the City. The high level nature of the plan means that implementation and realisation takes place at all levels of the City, with different methods and means. Examples include responsive budgets and changes in programs, policies, and practices.

Implementation activities for 2016 include:

- assisting Council in integrating the plan into decisions and communications
- assisting staff in understanding how their work contributes to the plan
- building partnerships and public awareness of the plan, and
- monitoring progress towards targets



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	April 18, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, Acting City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services

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

### **1. 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. All members of Council have indicated their intention to attend the Annual General Meeting of the Association of Yukon Communities being held this year in Watson Lake. Councillor Irwin’s expenses will be paid by the Association of Yukon Communities.

### **Recommendation**

THAT all members of council be authorized to attend the 2016 Annual General Meeting of the Association of Yukon Communities, being held in Watson Lake in May, and that travel expenses be approved as follows:

1. travel expenses for Mayor Curtis;

2. travel expenses from the council representative travel account for Councillor Hartland;
3. travel expenses from the councillor-initiated travel account for Councillors Boyd, Curteanu, Fendrick and Woodcock; and
4. per diem expenses from the councillor-initiated travel account for Councillors Boyd, Curteanu, Fendrick, Hartland and Woodcock.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	April 18, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Robert Fendrick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, Acting City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Patrick Ross, Manager of Planning Services

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

### **1. Lease Agreement – Pioneer Hotel 1 – Jenni House**

The Pioneer Hotel 1, commonly known as the Jenni House, is a heritage structure located in Shipyards Park. The Yukon Film Society leased the building for six months last year, and has now indicated a desire to lease the premises on a year-round basis. The Society is willing to enter into a three year lease, but their current program funding is only secured until March 31, 2017. Accordingly, an 11-month lease has been negotiated with an option to extend to October 31, 2018 if funding is secured.

The lease contains standard clauses pursuant to the Lease, Encroachment and Property Use Policy, and the annual rent is based on the policy’s provisions for a Class “A” non-profit Society in good standing. A clause in the lease will allow the Yukon Sourdough Rendezvous Society to use the building during Rendezvous each year.

**Recommendation**

THAT Bylaw 2016-12, a bylaw to authorize a lease agreement with the Yukon Film Society with respect to the heritage property Pioneer Hotel 1, also known as the Jenni House, be brought forward for due consideration under the bylaw process.

**2. Lease Agreement – Pioneer Hotel 2 – Hatch House**

The Yukon Literacy Coalition currently leases the heritage property Pioneer Hotel 2, also known as the Hatch House. Their lease expires in October, but the Society has indicated a desire to extend the lease for another three years. The lease is being brought forward at this time to in order to allow coordination with the lease proposed for the adjacent Pioneer Hotel 1. The lease contains standard clauses pursuant to the Lease, Encroachment and Property Use Policy, and the annual rent is based on the policy's provisions for a Class "A" non-profit society in good standing.

The Society has coordinated with the current tenant in Pioneer Hotel 1, and it is mutually beneficial for the City and the tenants to have groups cooperating and working together in adjacent buildings. Having tenants in these heritage properties on a year-round basis will also help alleviate vandalism concerns.

**Recommendation**

THAT Bylaw 2016-13, a bylaw to authorize a lease agreement with the Yukon Literacy Coalition with respect to the heritage property Pioneer Hotel 2, also known as the Hatch House, be brought forward for due consideration under the bylaw process.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	April 18, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Roslyn Woodcock – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, Acting City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Richard Graham, Acting Manager of Operations Taylor Eshpeter, Assistant City Engineer

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

### **1. Contract Award – Selkirk Grey Water Sewer Main**

The 2016 capital budget includes funds for the installation of an insulated grey water gravity main from the Selkirk pump house that connects to an existing main located across Selkirk Street. The installation of this main will result in savings of approximately \$10,000.00 per year in operating and maintenance costs associated with the holding tank currently in use at the pump house. Four bids were received in response to the tender issued. The low bidder is familiar with the scope of the project and has the knowledge and experience to complete the work successfully. The bid price is within budget and is considered reasonable given current market conditions.

### **Recommendation**

THAT the construction contract for the 2016 Selkirk Grey Water Sewer Main be awarded to Castle Rock Enterprises for a net cost to the City of \$127,180.00.

**2. Contract Award – Sludge Drying Beds Liner Construction**

In 2015 the City entered into an agreement with the Government of Yukon to reduce potential odours from the Livingstone Trail Lagoon by constructing sludge drying beds and desludging the primary cells of the lagoon. The earthworks were constructed last year, and the current project will complete the drying beds, including the construction of a high density polyethylene liner system and piping to drain the liquid during the desludging process. Four companies submitted bids in response to the tender issued. The review committee unanimously agreed that the low bidder is familiar with the scope of the work, the price submitted is reasonable and within budget, and that the contractor has the knowledge and experience to complete the work successfully.

**Recommendation**

THAT the construction contract for the 2016 Sludge Drying Beds Liner Construction project be awarded to Norcope Enterprises for a net cost to the City of \$454,562.00.

**3. Contract Award – Highway Tractor**

The 2016 capital budget includes funds for the purchase of one highway tractor that is required to ensure that the City has the equipment necessary to conduct year-round maintenance operations in accordance with established policies. The new unit will replace an existing tractor that has reached the end of its serviceable life in accordance with the terms of the Vehicle and Equipment Replacement Administrative Directive. Three companies picked up the tender documents, and one bid was received. The sole bid meets tender specifications and is within the approved budget.

**Recommendation**

THAT the contract for the supply of one highway tractor be awarded to Inland Kenworth Ltd. in the amount of \$218,802.54.





## Minutes of the meeting of the Community Services Committee

<b>Date</b>	April 18, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, Acting City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Teresa Acheson, Acting Manager of Recreation and Facility Services

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

### 1. Lease Amendment Agreement – Subway Premises at the CGC

In accordance with the renewal clause of their existing lease, Subway Franchise Restaurants of Canada Ltd. has submitted an offer to renew their lease at the Canada Games Centre. The proposed lease amendment agreement has received legal review by both parties, and Subway has agreed to the terms and conditions therein.

The agreement extends Subway’s tenure in their existing premises at the Games Centre until the end of 2021, provides for a rental increase of approximately \$2,000.00 per year, and includes an option for a further five-year renewal term as well as an option for an entrance directory sign. All other terms and conditions of the existing lease remain the same. The lease amendment agreement is now being brought forward for council approval.

**Recommendation**

THAT Bylaw 2016-18, a bylaw to authorize a lease amendment agreement with Subway Franchise Restaurants of Canada Ltd. with respect to premises at the Canada Games Centre, be brought forward for due consideration under the bylaw process.

There being no further business, the meeting adjourned at 6:30 p.m.

**Adopted** at the regular council meeting on April 25, 2016

*ORIGINAL MINUTES SIGNED BY:*

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk