



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	August 1, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Roslyn Woodcock – Chair Deputy Mayor Betty Irwin Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Samson Hartland
<b>Absent</b>	Mayor Dan Curtis Councillor Robert Fendrick Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations
<b>Staff Present</b>	Valerie Braga, Chief Financial Officer Jessica Apolloni, Manager of Strategic Communications Jeff O’Farrell, Manager of Legislative Services Dave Albisser, Manager of Water and Waste Services Richard Graham, 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 – McLean Lake Connector Road Surfacing Project**

The McLean Lake Connector Road Surfacing Project is the second of two contracts to complete the connection between the Hamilton Boulevard Extension and the existing McLean Lake Road. The connector road will divert heavy truck traffic to the Hamilton Boulevard Extension where traffic signals control the intersection at the Alaska Highway. This will eliminate a route that passes through a residential area and enters the Highway at an intersection controlled only by a stop sign on the minor road. The scope of work for this contract is the hard surfacing of the road with asphalt.

Only one bid was received in response to the tender issued. The sole bidder is familiar with the scope of the work and the project objectives, and has the skills and ability to conduct the work successfully. There are sufficient funds in the budget for the contract award. 100% of the funding is provided by the Build Canada Small Community Fund.

**Recommendation**

THAT the construction contract for the McLean Lake Connector Road Surfacing Project be awarded to Skookum Asphalt Ltd. for a net cost to the City of \$292,125.00.

**2. Budget Amendment – Condor Recirculation Station Improvements**

The Government of Yukon installed water and sewer mains and services to lots located at the southern end of the airport adjacent the Alaska Highway. As part of the project a recirculation station was constructed. Communication radios and antennae are required on the recirculation station in order to connect the system to the City's Supervisory Control and Data Acquisition (SCADA) system. To ensure that the communications equipment meets City requirements, City staff was asked to coordinate the installation. A funding agreement has been provided by the Yukon Government to cover the purchase, installation and commissioning of the radio and antennae equipment.

**Recommendation**

THAT the 2016 to 2019 capital budget be amended by adding a new project, Condor Road Station Upgrades in the amount of \$15,225.00, funded by the Government of Yukon.

**3. Contract Award – Supply of a Utility Tractor**

The 2016 capital budget includes funding for the purchase of one utility tractor. This is a replacement unit required to ensure the Water and Waste Department has the equipment necessary to conduct operations at the Waste Management Facility. A tender for the supply of this piece of equipment was released twice with no bids received. Upon the third release of the tender one bid was received that was over budget. Since the tender was released three times with only one response overall, administration entered into negotiations with the sole bidder. The result was a revised bid that meets tender specifications and is within the approved 2016 capital budget for the project.

**Recommendation**

THAT the contract for the supply of one Utility Tractor be awarded to Inland Kenworth Ltd. the amount of \$197,357.00.

**4. Quarterly Activity Reports – For Information Only**

Activity Reports for May to July 2016 were received from the Director of Infrastructure and Operations and the Engineering, Operations, and Water and Waste Services Departments.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	August 1, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Jocelyn Curteanu – Vice Chair Deputy Mayor Betty Irwin Councillor Dan Boyd Councillor Roslyn Woodcock
<b>Absent</b>	Mayor Dan Curtis Councillor Robert Fendrick Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services
<b>Staff Present</b>	Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jessica Apolloni, Manager of Strategic Communications Jeff O’Farrell, Manager of Legislative Services Krista Mroz, Manager of Recreation and Facility Services

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

### **1. Countdown to Canada 150 Capital Project**

2017 marks the 150<sup>th</sup> anniversary of Confederation and the City plans to host a major event on New Year’s Eve specifically designed to celebrate Canada 150. The event will bring Canadians together through active participation and will celebrate our diversity in inclusive ways. The City applied for a grant to expand the usual Family First Night event at the Canada Games Centre to a signature event at Shipyards Park featuring local and Canadian talent and public activities. Additional funding will be sought through local sponsors. If additional sponsorship is not received the project budget will be revised to reflect only the grant from the Canada 150 fund.

### **Recommendation**

THAT the 2016 to 2019 capital budget be amended by adding the Countdown to Canada 150 Project in the amount of \$176,000.00, funded by a \$140,000.00 grant from the Department of Canadian Heritage and local sponsorship.

**2. Quarterly Activity Reports** – For Information Only

Activity Reports for May to July 2016 were received from the Director of Community and Recreation Services, Parks and Community Development, Recreation and Facility Services, and the Transit Services Department.

**3. New Business** – For Information Only

The Committee commended two City lifeguards who volunteered to teach swimming and water safety in Old Crow through a program sponsored by the Recreation and Parks Association of Yukon.

“Barkfest”, a fund-raiser for the Yukon Quest, was highlighted as a community event that will be held on August 6<sup>th</sup>.



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

<b>Date</b>	August 1, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Deputy Mayor Betty Irwin Councillor Dan Boyd Councillor Samson Hartland Councillor Roslyn Woodcock
<b>Absent</b>	Mayor Dan Curtis Councillor Robert Fendrick
<b>Staff Present</b>	Christine Smith, City Manager Linda Rapp, 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 Jessica Apolloni, Manager of Strategic Communications Jeff O’Farrell, Manager of Legislative Services

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Your Worship, the Public Health and Safety Committee respectfully submits the following report:

**1. Vehicle for Hire Bylaw – For Information Only**

Yonis Melew addressed the Committee to request that the Vehicle for Hire Bylaw be amended to level the playing field for all companies operating under the bylaw. He stated the opinion that the bylaw is unfair and also places an unreasonable burden on a new business. Mr. Melew noted that persons wishing to start a new taxi business are required to provide an accessible vehicle or prove that they have an agreement with another company to share an accessible vehicle. At the same time, companies that were in place prior to adoption of the bylaw are allowed to operate without being subject to the accessible vehicle provisions. Mr. Melew asked that this inequity be addressed.

**2. Quarterly Activity Report – For Information Only**

Activity reports for May to July 2016 were received from Bylaw Services and the Fire Department.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	August 1, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Deputy Mayor Betty Irwin Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Roslyn Woodcock
<b>Absent</b>	Mayor Dan Curtis Councillor Robert Fendrick
<b>Staff Present</b>	Christine Smith, City Manager Linda Rapp, 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 Jessica Apolloni, Manager of Strategic Communications Jeff O’Farrell, Manager of Legislative Services Jordan Stackhouse, Economic Development Coordinator

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

### 1. **Arctic Inspiration Prize**

The Arctic Inspiration Prize has been awarded annually since 2012. The prize has funded numerous arctic-based initiatives that focus on the areas of education, human health, socio-cultural issues, the environment and the economy. The Arctic Inspiration Prize relies on financial partnerships to fund the prize money given out to the annual winners. Several Yukon organizations including the Yukon Government and Air North are current partners. If the City of Whitehorse becomes a prize partner, it would mark the first municipal partnership with the Arctic Inspiration Prize. By supporting the prize, the City would endorse its values and importance and signal to Canada and the world the City’s engagement in and for the North.

Administration has identified funds within existing budgets in the amount of \$10,000 for the 2016 partnership. For consideration in future years, a request for funds will be submitted through the budgeting process.

Patti Balsillie addressed the Committee on behalf of the Arctic Inspiration Prize to provide background information and an overview of the program and its governance framework. She encouraged the City to become a prize partner.

**Recommendation**

THAT the City of Whitehorse enter into an agreement to become a prize partner for the 2016 Arctic Inspiration Prize in the amount of \$10,000.00.

**2. Resource Development Preparedness Strategy**

The preparation of a Resource Development Preparedness Study was an action item outlined in the 2015 Community Economic Development Strategy. The primary purpose of the study is to create a better understanding of the impacts that resource development cycles have on the City of Whitehorse and the services provided by the City. The service impacts examined include demands on infrastructure, recreation, community services and transit, as well as impact items such as taxation and City revenues.

In preparing the strategy the City's consultant engaged with a targeted group of stakeholders and completed a socio-economic analysis of the 2008 to 2012 resource development cycle. A summary of the key findings of the report was presented.

**Recommendation**

THAT the draft Resource Development Preparedness Strategy be accepted as presented; and

THAT the draft strategy document be provided to the Whitehorse Chamber of Commerce for review and comment before being brought back to Council for adoption as a guiding document.

**3. Downtown Retail and Entertainment Strategy**

In 2006 a retail strategy was adopted to assist the City in supporting the development of the retail sector in Whitehorse. This strategy was created in part to inform the development of the Downtown Plan (2007). As the City is embarking on another Downtown planning exercise in 2016 and will begin a review of the Official Community Plan next year, the timing was deemed appropriate to update the retail strategy.

This work is closely related to economic development and planning, but it also contains recommendations for other departments such as Bylaw, Parks and Community Development, and Recreation. Additionally, the information can help inform overall strategic policy and direction for the City. Administration presented a summary of the key findings of the report.

**Recommendation**

THAT the draft Downtown Retail and Entertainment Strategy 2016 – 2025 be accepted as presented; and

THAT the draft strategy document be provided to the Whitehorse Chamber of Commerce for review and comment before being brought back to Council for adoption as a guiding document.

**4. Quarterly Activity Reports – For Information Only**

Activity reports for May to July 2016 were received from the Director of Development Services and the Economic Development and Environmental Sustainability Departments.





## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	August 1, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Roslyn Woodcock – Vice-Chair Deputy Mayor Betty Irwin Councillor Jocelyn Curteanu Councillor Samson Hartland
<b>Absent</b>	Mayor Dan Curtis Councillor Robert Fendrick
<b>Staff Present</b>	Christine Smith, City Manager Linda Rapp, 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 Jessica Apolloni, Manager of Strategic Communications Jeff O’Farrell, Manager of Legislative Services

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

**1. Quarterly Activity Reports – For Information Only**

Activity reports for May to July 2016 were received from the City Manager and the Business and Technology Systems, Financial Services, Human Resources, Legislative Services and Strategic Communications Departments.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	August 1, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Deputy Mayor Betty Irwin Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Roslyn Woodcock
<b>Absent</b>	Mayor Dan Curtis Councillor Robert Fendrick
<b>Staff Present</b>	Christine Smith, City Manager Linda Rapp, 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 Jessica Apolloni, Manager of Strategic Communications 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. Zoning Amendment – Edits to the Comprehensive Development Zones**

Administration is recommending a number of edits to the Comprehensive Development Zones in the Zoning Bylaw. These are being brought forward in response to issues identified through use of the bylaw that were not sufficiently developed in time for inclusion with the administrative edits brought forward earlier in the year.

The amendments proposed in this bylaw would increase the minimum and maximum densities in two of the Comprehensive Residential Multiple Family zones. Other amendments include clarification of:

- the definition of “townhouse”;
- the housing types permitted in the Comprehensive Residential Multiple Family zones, and
- the side yard setbacks required in the Comprehensive Residential Single Family 3 zone.

The proposed amendments primarily impact Whistle Bend. The higher density would increase the number of units, prolonging the potential development capacity of the neighbourhood. The increase in density would also assist in meeting population targets for Whistle Bend and support the vitality of the commercial core and transit service.

**Recommendation**

THAT Bylaw 2016-28, a bylaw to amend the Zoning Bylaw with respect to a number of administrative edits to the Comprehensive Development Zones, be brought forward for due consideration under the bylaw process.

**2. Public Hearing Report – Zoning Amendment, Whistle Bend Phase 4**

Most of the zoning for Whistle Bend was in place by 2012, but as the neighbourhood is built out design changes are being made to reflect engineering requirements, better planning solutions, and market conditions. New zoning for Phase 4 and future phases is being brought forward for consideration.

There was no one present to speak to the bylaw at the public hearing, and no written submissions were received. No issues were raised with respect to this bylaw.

**Recommendation**

THAT Bylaw 2016-25, a bylaw to amend the zoning of Phase 4 and future phases of the Whistle Bend Subdivision, be brought forward for second and third reading under the bylaw process.

**3. Public Hearing Report – OCP Amendment, Cousins Airfield Road**

The owner of the property located at 19 Cousins Airfield Road has applied to change the property's land use designation from commercial to residential. The lack of highway frontage combined with the existing residential use makes development for commercial purposes difficult, but there is still a demand for country residential properties.

If a change in land use designation is approved through the Official Community Plan amendment process, the next step will be an application to rezone the property for country residential use.

There was no one present to speak to this bylaw at the public hearing, and no written submissions were received. No issues were raised with respect to this bylaw.

**Recommendation**

THAT Bylaw 2016-30, a bylaw to amend Official Community Plan designation of 19 Cousins Airfield Road, from "Commercial – Service" to "Residential – Country", be brought forward for second reading under the bylaw process.

**4. Quarterly Activity Reports – For Information Only**

An activity report for May to July 2016 was received from the Planning and Building Services Department.



## Minutes of a Special In-Camera Meeting of the Corporate Services Committee

<b>Date</b>	July 28 and August 3, 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 Samson Hartland Councillor Betty Irwin
<b>Staff Present</b>	Christine Smith, City Manager Barbara Walker, Manager of Human Resources Norma Felker, Acting Manager of Legislative Services

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

### 1. **Management and Management Staff Bylaw**

Management and Management Staff have been working without a bylaw in place since January 1, 2015.

A new bylaw has been negotiated that aligns with the City Manager Bylaw and the *Municipal Act* with respect to the disciplinary provisions and also makes adjustments with respect to RRSP contributions included as part of gross income.

Other significant changes include replacing several paid leave options with one “special leave” category, eliminating the attendance bonus after 2016, and reducing the vacation entitlement and long service bonus for new hires.

Economic increases for this group will be 1.5% in year one and 1% in years two, three and four.

In addition, up to a 4.5% increase over years three and four brings actual salaries in line with market as a result of shifting the employer portion of RRSP contributions to occur completely outside of salary.

All changes to salaries and benefits will be managed within the existing approved budgets.

**Recommendation**

THAT Bylaw 2016-22, a bylaw to provide for the terms and conditions of employment for management and management staff employees for the period January 1, 2015 to December 31, 2018, be brought forward for due consideration under the bylaw process.

There being no further business, the meeting adjourned

**Adopted** at the regular council meeting on August 8, 2016

*ORIGINAL MINUTES SIGNED BY:*

*"Dan Curtis"*

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Dan Curtis, Mayor

*"N. L. Felker"*

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Norma L. Felker, Assistant City Clerk