



Minutes of the meeting of the City Operations Committee

Date	September 6, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Deputy Mayor Roslyn Woodcock Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland
Absent	Mayor Dan Curtis Councillor Dan Boyd
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O'Farrell, Manager of Legislative Services Wayne Tuck, Manager of Engineering Services

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

1. Contract Award – Operations Building Water and Sewer Servicing

Work is now beginning on preparations for the construction of the new Operations Building. One of the first projects is the installation of water and sewer servicing. Two bids were received in response to the tender issued for the construction of water and sewer servicing. The low bidder is familiar with the scope of the project and has the knowledge, skills and ability to conduct the work successfully. There are sufficient funds in the budget for this project, funded through the federal Gas Tax Program and City reserves.

Recommendation

THAT the construction contract for the Operations Building Water and Sewer Servicing Project be awarded to Castle Rock Enterprises Ltd. for a net cost to the City of \$305,873.00.



Minutes of the meeting of the Community Services Committee

Date	September 6, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Jocelyn Curteanu – Vice Chair Deputy Mayor Roslyn Woodcock Councillor Robert Fendrick Councillor Betty Irwin
Absent	Mayor Dan Curtis Councillor Dan Boyd
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O'Farrell, Manager of Legislative Services

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

1. Proclamations – For Information Only

Deputy Mayor Woodcock proclaimed the month of September to be Prostate Cancer Awareness Month in the City of Whitehorse.

Deputy Mayor Woodcock proclaimed September 9th to be Fetal Alcohol Spectrum Disorder Awareness Day in the City of Whitehorse.



Minutes of the meeting of the Public Health and Safety Committee

Date	September 6, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Robert Fendrick – Vice-Chair Deputy Mayor Roslyn Woodcock Councillor Samson Hartland Councillor Betty Irwin
Absent	Mayor Dan Curtis Councillor Dan Boyd
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O'Farrell, Manager of Legislative Services

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



Minutes of the meeting of the Development Services Committee

Date	September 6, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Deputy Mayor Roslyn Woodcock Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland
Absent	Mayor Dan Curtis Councillor Dan Boyd
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O'Farrell, Manager of Legislative Services

Your Worship, there is no report from the Development Services Committee



Minutes of the meeting of the Corporate Services Committee

Date	September 6, 2016
Location	Council Chambers, City Hall
Committee Members Present	Deputy Mayor Roslyn Woodcock Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin
Absent	Mayor Dan Curtis Councillor Dan Boyd
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O'Farrell, Manager of Legislative Services

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

1. Second Quarter Capital Variance Report

The 2016 Capital Budget adopted by council totalled \$16,181,351. Throughout the first half of the year a series of council and administrative amendments were made, including approved re-budgets and the addition of provisional projects identified in Appendix B of the Capital Budget Bylaw, for a new total of \$24,433,198.

As part of second quarter variance reporting Managers are required to review their planned capital spending. Most projects are proceeding as planned. Some capital projects have been successfully completed under budget, and some have been identified as not proceeding at this time. A budget amendment is required to reduce the 2016 capital budget by \$2,431,215 with funds remaining in City reserves for future use.

Recommendation

THAT the following amendments to the 2016 to 2019 Capital Plan be authorized:

1. Amend the Additional Aerial Lift Truck project to allow \$155,000 to remain in the Capital Reserve due to the project being cancelled.

2. Amend the Bylaw Handheld Ticketing Devices project to allow \$53,306 to remain in the Parking Development Reserve due to the project being delayed.
3. Amend the following projects to allow \$422,909 to remain in the Development Cost Charges Reserve:

Irrigation in Whistle Bend	-\$400,000	Delayed until 2017
Additional Lawn Tractor	-\$22,909	Under budget
4. Amend the Fire Hall #1 Development project to allow \$1,800,000 to remain in the Land Bank Reserve. This will be resubmitted as part of the building consolidation project.

2. Second Quarter Operating Variance Report – For Information Only

Financial Services reviewed operating budget projections submitted by departments and provided a forecast of operating results to the end of the 2016 fiscal year.

Council adopted an operating budget for 2016 totalling \$70,646,319. Throughout the first half of the year, a series of council and administrative amendments were made for a new total of \$70,659,425.

The 2016 second quarter variance projection is that total operating revenues will exceed budget by \$530,253 and expenses will be over budget by \$464,559. Therefore, operating projections to December 31, 2016 as compared to the revised budget indicate an operating surplus of \$65,694 for the corporation.

Overall department spending is controlled. Based on the total operating budget the second quarter positive variance is well below 1% of the City's total operating budget.

A Committee member requested that future variance reports be brought to a CASM for discussion prior to being presented at Standing Committee.

3. Urban Electrification Local Improvement

In 1989 the City began assisting with the cost of providing electrical service to country residential properties by financing the work and charging the cost back to the property as a local improvement charge. The owners of Lot 85 in Wolf Creek have applied under the Urban Electrification Program Policy for a local improvement that will provide the electrical service necessary for the development of a garden suite.

The property owners have met all the conditions of the Urban Electrification Program Policy. A bylaw to provide for a local improvement is required.

Recommendation

THAT the application under the urban electrification program for Lot 85 Wolf Creek Subdivision be accepted; and

THAT Bylaw 2016-34, a bylaw to authorize a work of local improvement for urban electrification at 38 Harbottle Road, be brought forward for due consideration under the bylaw process.

4. Authorize Mayor's Travel

Council's Expense Policy requires prior approval by council resolution for all requests for funding or reimbursement of expenses incurred by council members in conjunction with travel outside the City. The mayor was invited to join the Yukon Chamber of Commerce delegation to the Opportunities North 2016 Conference held in Yellowknife in early September. This is one of the largest business conferences in northern Canada, featuring nationally distinguished speakers and a program that brings the northern economy into focus.

The request for the mayor's participation was received during the summer recess, so there was no opportunity for the authorization to be approved in advance of the event.

Recommendation

THAT travel expenses be authorized for Mayor Curtis to attend the Opportunities North 2016 Conference in Yellowknife in early September.

5. Authorize Council Travel

Councillor Hartland is one of the designated council representatives on the Board of the Association of Yukon Communities. The Board's September meeting will be held in Dawson City, and Councillor Hartland has indicated his intention to attend.

The request for authorization was initiated during the summer recess, so there was no opportunity for advance approval by council.

Recommendation

THAT travel expenses from the Council Representative account and per diem expenses from the Councillor-initiated account be authorized for Councillor Hartland to attend the Association of Yukon Communities September Board Meeting in Dawson City.



Minutes of the meeting of the City Planning Committee

Date September 6, 2016

Location Council Chambers, City Hall

Committee Members Present Councillor Robert Fendrick – Chair
Councillor Samson Hartland – Vice-Chair
Deputy Mayor Roslyn Woodcock
Councillor Jocelyn Curteanu
Councillor Betty Irwin

Absent Mayor Dan Curtis
Councillor Dan Boyd

Staff Present Christine Smith, City Manager
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Dave Albisser, Acting Director of Infrastructure and Operations
Valerie Braga, Chief Financial Officer
Jeff O'Farrell, Manager of Legislative Services
Patrick Ross, Manager of Planning Services

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

1. Norcope Enterprises – OCP Amendment Request – *For Information Only*

Doug Gonder, President of Norcope Enterprises, addressed the Committee to renew his request that the City initiate an amendment to the Official Community Plan that will allow the development of a gravel quarry and associated operations.

2. Zoning Amendment – MacBride Museum

The MacBride Museum Society has secured Federal and Territorial funding for the construction a new building on the Front Street property that contains the MacBride Museum of Yukon History. The Society plans the construction of a modernist building sited adjacent to and overhanging the historic Telegraph Office. The proposed building does not meet several of the regulations of the existing zoning, and the Society has applied for a zoning amendment that will remove requirements to retain a front yard setback, meet waterfront design guidelines, and provide off-street parking. The Society is also requesting approval for encroachments into the Front Street and Steele Street rights-of-way to accommodate the new building.

The museum's Executive Director and a member of the Society's Board of Directors spoke in support of the project, providing details on the scope, funding, and timelines. If Council approves the zoning and encroachments requested, an Historic Resources Permit will be required as part of the Development Permit process before this project can proceed to construction.

Recommendation

THAT Bylaw 2016-29, a bylaw to amend the zoning of the MacBride Museum property on Front Street to allow for the expansion of the museum, be brought forward for due consideration under the bylaw process.

3. Encroachment Agreement – MacBride Museum

As part of the planned museum expansion project, the MacBride Museum Society has applied for an encroachment agreement to facilitate development. The proposed encroachments include a portion of underground building foundation to be constructed within the Steele Street road right-of-way, and a two storey building overhang protruding over the sidewalk within the Front Street road right-of-way. These encroachments will not impede pedestrian movement. While administration does not support new construction including encroachments onto City land, this request is being brought forward for council's consideration based on the uniqueness of the project.

A member requested that a Council and Senior Management meeting be scheduled to provide Council with more information on the issues involved with this complex project and the interplay between the zoning amendment and the encroachment agreement.

Recommendation

THAT Bylaw 2016-33, a bylaw to authorize an encroachment agreement with the MacBride Museum Society to facilitate the museum expansion project, be brought forward for due consideration under the bylaw process.

4. Zoning Amendment – Childcare Centre at Skky Hotel

The owners of the Skky Hotel have applied to amend the zoning of 16 Burns Road to allow a child care centre as a principal use. The proposed business would be located in the vacant commercial building immediately adjacent to and on the same lot as the Skky Hotel. Childcare centres are allowed uses in most commercial zones, but the Highway Commercial zone is typically located away from major commercial and residential areas. This location is unique in that it is near to two major employers, numerous small businesses, and a residential neighbourhood. Additionally, there is a transit stop nearby. Allowing a child care centre at this location on the Alaska Highway could also serve families living in the southern country residential neighbourhoods or outside city limits without creating additional traffic on local streets.

Recommendation

THAT Bylaw 2016-36, a bylaw to amend the Zoning Bylaw to allow for a child care centre at 16 Burns Road in Hillcrest, be brought forward for due consideration under the bylaw process

5. Zoning Amendment – Lobird Trailer Park

The owner of a mobile home with an attached heated addition has applied for a zoning amendment that will allow the relocation of her trailer from the Casa Loma property to the Lobird Trailer Park. The current zoning at Lobird does not permit heated living space additions that are attached to the original factory-built mobile home. The applicant has negotiated an agreement with the owner of the Lobird Park to move her trailer to that property, and has confirmed with a local firm that it is possible to transport the mobile home with the addition intact.

The proposed zoning amendment is for a specific site in the Lobird Trailer Park and would only apply to the applicant's mobile home. If this mobile home is removed from the site at a future date, any new mobile home arriving on the site would be required to adhere to the zoning regulations of the day.

Recommendation

THAT Bylaw 2016-37, a bylaw to amend the zoning of the Lobird Trailer Park property to allow for the relocation of a mobile home with a heated addition, be brought forward for due consideration under the bylaw process.

6. Notice of Motion – For Information Only

The Deputy Mayor presented a "Notice of Motion" as follows:

TAKE NOTICE that I, Councillor Roslyn Woodcock, will bring forward at the next regular meeting of Council on September 12, 2016 a motion that reads as follows:

"THAT administration be directed to bring forward for consideration a bylaw to amend the Official Community Plan to allow for the development of a gravel quarry and associated operations on a parcel of land in the Utah Siding Area."

There being no further business, the meeting adjourned at 7:00 p.m.

Adopted at the regular council meeting on September 12, 2016.

ORIGINAL DOCUMENT SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk