



Minutes of the meeting of the City Operations Committee

Date	Monday, November 21, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
Absent	Councillor Samson Hartland
Staff Present	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 Jeff O’Farrell, Manager of Legislative Services

Your Worship, there is no report from the City Operations Committee



Minutes of the meeting of the Community Services Committee

Date	Monday, November 21, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Fendrick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
Absent	Councillor Samson Hartland
Staff Present	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 Jeff O’Farrell, Manager of Legislative Services

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



Minutes of the meeting of the Public Health and Safety Committee

Date	Monday, November 21, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Robert Fendrick Councillor Betty Irwin Councillor Roslyn Woodcock
Absent	Councillor Samson Hartland
Staff Present	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 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	Monday, November 21, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Roslyn Woodcock
Absent	Councillor Samson Hartland
Staff Present	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 Jeff O’Farrell, Manager of Legislative Services Jordan Stackhouse, Economic Development Coordinator

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

1. Resource Development Preparedness Strategy

The preparation of a Resource Development Preparedness Study was an action item from the 2015 Community Economic Development Strategy. The purpose of the study is to create a better understanding of the impacts that resource development cycles have on the city and city services. The service impacts examined include demands on infrastructure, recreation, community services and transit, as well as impact items such as taxation and City revenues. The Strategy was released for public feedback in August, and changes were incorporated as a result of input received. The Strategy is now being brought forward for adoption.

Recommendation

THAT the 2016 Resource Development Preparedness Strategy be adopted as a guiding document.

2. Downtown Retail and Entertainment Strategy

In 2006 a retail strategy was adopted to assist the City in supporting the development of the retail sector. One purpose of the strategy was to inform the development of the 2007 Downtown Plan. Updating the strategy at this time is deemed appropriate since the City is embarking on another Downtown planning exercise in 2016 and will begin a review of the Official Community Plan next year. This work is 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.

In August the Strategy was released for public feedback. Input received resulted in some changes to the document, and the revised Strategy is now being brought forward for adoption.

Recommendation

THAT the 2016 Downtown Retail and Entertainment Strategy be adopted as a guiding document.



Minutes of the meeting of the Corporate Services Committee

Date	Monday, November 21, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
Absent	Councillor Samson Hartland
Staff Present	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 Jeff O’Farrell, Manager of Legislative Services Barbara Walker, Manager of Human Resources

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

1. Operations Building Financing Plan – For Information Only

The Operations Building is the first and largest component of what was previously known as the Building Consolidation Project. The funding of the Operations Building component will be accomplished via contribution from reserves in the amount of \$11.6 million, Gas Tax funding in the amount of \$15.2 million, and borrowing the amount of \$18.8 million. Anticipated annual debt servicing cost will not exceed \$1.5 million. An allowance for the annual debt payment from reserves has been established.

Borrowing to this level is well within the limits prescribed under the *Municipal Act* and specifically authorized in the draft Capital Budget Bylaw as per the City’s *Debt Management Policy*. A bylaw to authorize the necessary borrowing will come forward to Council as the project progresses.

Overall, funding the Operations Building component as proposed was financially planned for. An allowance has been made within the annual capital spend limits to pay

the debt servicing costs. The project financing is not anticipated to cause any financial distress to the City.

Committee members raised questions regarding:

- operating costs of the facility;
- the specific amounts in reserve; and
- the rates and terms of borrowing

Committee members discussed the need for clarity regarding operating costs, and also discussed the ineligibility of lease costs from federal infrastructure funding programs.

2. Corporate Safety Policy

The existing Safety Policy came into effect in January 1985 and has never been revised. The supporting Corporate Safety Administrative Directive was first introduced in 1990 and was last updated in 2014. The unique nature of health and safety legislation and the potential impact it has on the City's various work sites makes timely revisions critical. The proposed policy outlines the City's commitment to safety in the workplace.

The proposed policy conforms to recent changes in the language contained in territorial and national guidelines under Occupational Health and Safety legislation. It has been reviewed by administration and the City's internal Safety Committee, and is now ready for adoption by Council.

Committee members asked a number of questions with respect to COR certification, including the costs of achieving and then maintaining certification.

Recommendation

THAT the Corporate Safety Policy dated November 2016 be adopted as presented.



Minutes of the meeting of the City Planning Committee

Date	Monday, November 21, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Roslyn Woodcock
Absent	Councillor Samson Hartland
Staff Present	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 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. Proposed Development on Hawkins Street – For Information Only

Michael Pounder addressed the Committee to speak to the proposed bylaw to amend the zoning at 305 Hawkins Street. He provided a history of the area and the subject lot.

2. Public Hearing Report – Zoning Amendment, Cousins Airfield Road

The owner of the property at 19 Cousins Airfield Road has applied for a zoning amendment to allow for country residential use. The property is currently zoned Highway Commercial but is used exclusively as a residence. If the rezoning is approved, the owner plans to subdivide the property to create one additional lot.

One person appeared at the public hearing to suggest that land in the area should be reserved for other purposes and this zoning amendment should be put on hold. The future intended use of the publicly-owned land in this area can be examined in the upcoming Official Community Plan Review process. If Highway Commercial uses are

deemed appropriate in this area, they would likely be accommodated on vacant land adjacent to the Alaska Highway. There is no reason to delay this zoning amendment to allow further study.

Recommendation

THAT Bylaw 2016-31, a bylaw to amend the zoning at 19 Cousins Airfield Road from Highway Commercial to Country Residential 1, be brought forward for second and third reading under the bylaw process

3. Land Sale and Transfer – Nijmegen Road

During the design process for the redevelopment of Takhini North, four lots on Nijmegen Road were identified as being under sized. By utilizing portions of closed road rights-of-way, the owners of these properties can enlarge their lots to bring them into compliance with the minimum lot size requirements of the Zoning Bylaw. The property owners have indicated their desire to purchase parcels as enlargement areas to their properties, and have signed land sale agreements with the City. The land will be sold at fair market value and subsequently consolidated with the existing lots. All costs associated with the appraisal, consolidation, land survey and legal fees will be the responsibility of the property owners.

Recommendation

THAT Bylaw 2016-38, a bylaw to authorize the sale and transfer of land in Takhini North to allow for the enlargement of four properties on Nijmegen Road, be brought forward for consideration under the bylaw process

4. Naming the Pine Street Neighbourhood Park

A neighbourhood park on Pine Street in Porter Creek has been in place for many years. The Porter Creek Community Association has requested that the park and rink be officially named the “Pine Street Citizens’ Park”. In accordance with naming and addressing guidelines, the City contacted appropriate government agencies, First Nations and relevant service providers with respect to the proposed name for this neighbourhood park. No concerns were expressed regarding the proposed renaming.

Recommendation

THAT Bylaw 2016-40, a bylaw to officially name the existing playground and rink in the Pine Street area of Porter Creek, be brought forward for due consideration under the bylaw process.

5. Chadburn Lake Park Management Plan

The Chadburn Lake Park Management Plan was prepared in accordance with the Regional Parks Plan that provides a framework for developing park-specific management plans for each of five regional parks in the City of Whitehorse.

The Chadburn Lake Park Management Plan was brought forward to council for potential adoption as a guiding document in October. Council postponed adoption to November 28, 2016 to allow time for further discussion with Kwanlin Dün First Nation staff and elders. The City has now been notified that additional time is required in order to allow for discussions and meetings to happen.

Recommendation

THAT adoption of the Chadburn Lake Park Management Plan be postponed to the regular council meeting on January 30, 2017 in order to allow time for further discussion with the Kwanlin Dün First Nation.

There being no further business, the meeting adjourned at 6:55 p.m.

Adopted at the regular council meeting on November 28, 2016

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk