



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	Monday, December 5, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<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 Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications Taylor Eshpeter, Assistant City Engineer Dave Albisser, Manager of Water and Waste Services

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

### 1. **Budget Amendment – Livingstone Trail Lagoon Repairs**

It is part of the normal process at the Livingstone Trail Lagoon to discharge effluent to the Yukon River when it has been fully treated to environmental standards. This year during the discharge an access manhole failed on the buried discharge pipe and the manhole collapsed, washing a large section of earth into a shallow ravine. Emergency action was taken to re-route the discharge into a nearby receiving pond and to clean up the area impacted by the failed infrastructure. Clean-up costs total approximately \$25,000.

The discharge line to the river must be re-established in keeping with the City’s water license and environmental regulations. This work will be done in 2017. The work will involve removing rocks and debris from the discharge pipe system, excavation work to backfill the large hole, installing the discharge piping and constructing a new manhole. The total cost for all work on this project is estimated to be approximately \$145,000.

An amendment to the 2016 capital budget is being requested to cover the \$25,000 expended for clean-up costs with \$120,000 being identified as a “re-budget” request for 2017 when the repairs will be completed.

The water and sewer reserve has sufficient funds to complete the repairs. Alternative sources of funding will be sought to supplement, or fully cover the cost of repairs.

### **Recommendation**

THAT the 2016-2019 Capital Expenditure Program be amended to add the Livingstone Trail Long Term Storage Facility Discharge Line Project in the amount of \$145,000, funded from the water and sewer reserve if an alternate funding source cannot be confirmed

## **2. Contract Amendment – Marwell Lift Station Improvement Project**

A consulting services contract for design and construction supervision for the Marwell Lift Station Improvement Project was awarded in May 2016. During the design phase an inspection of the pipes inside the station revealed that they are in very poor condition and nearing the end of their serviceable life. The consultant has recommended that all pipes be replaced in the near future and that this work be coordinated with the original project. The need for additional design work means a substantial increase to the scope of the consulting services for this project. Funds for this change are available from within the 2016 budget.

Amending the scope of the project to include this work will prevent potential delays or inefficiencies for the construction portion of the project. The 2017 Capital Budget includes funds to carry out all of the pipe replacement work being considered. The construction contracts will be tendered in 2017 after the design work is completed.

### **Recommendation**

THAT a fee increase for the Consulting Services Design and Construction Supervision contract for the 2016 Marwell Lift Station Improvement Project be approved to Stantec for an additional net cost to the City of \$126,500.00.

## **3. Source Water Protection**

The City is required to ensure that the drinking water distributed is safe to consume. A consultant was retained in 2013 to complete a source water assessment and protection plan with respect to the Selkirk aquifer. In assessing potential risks to the City’s water source, the consultant concluded that fuel storage tanks in the Riverdale area, particularly large institutional/commercial tanks, present a significant contamination risk to the groundwater. To date, historical sampling results indicate that the water quality in the aquifer is excellent, with little indication of human impact.

Territorial legislation enacted in 2015 provides for the installation practices for new storage tanks. However, existing tanks are not affected by this legislation. The

development of a bylaw to regulate all fuel storage tanks will address the gaps in current regulations. Such a bylaw could require inspection and/or maintenance on all existing fuel storage tanks.

The details of the bylaw will require in-depth analysis and extensive consultation with stakeholders to determine optimal solutions. The initial estimate of the cost to complete the development of a bylaw is approximately \$40,000.

Committee members posed questions regarding the proposed bylaw, including:

- the types of inspections that would be required;
- the geographical application area (Selkirk Aquifer area or city-wide);
- whether the bylaw would apply to commercial fuel tanks currently “grandfathered”;
- the time period required for development of the bylaw; and
- the issue of potential incentives for property owners who upgrade their fuel tanks

**Recommendation**

THAT the City proceed with the development of a bylaw to regulate fuel storage in Whitehorse.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	Monday, December 5, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Fendrick – Chair Councillor Samson Hartland – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
<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 Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications

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

**1. Coy Cup – For Information Only**

Dan Johnson addressed the Committee to advise that the Whitehorse Huskies Senior Hockey Club has been successful in their bid to host the 2017 Coy Cup tournament. He outlined event costs and revenue streams and highlighted a request that the City of Whitehorse waive ice rental fees.



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

<b>Date</b>	Monday, December 5, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
<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 Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications

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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>	Monday, December 5, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Samson Hartland Councillor Roslyn Woodcock
<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 Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications Taylor Eshpeter, Assistant City Engineer

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

**1. Public Hearing Report – Wheeler Street West Local Improvement**

Wheeler Street is identified as one of 15 areas in the downtown core requiring road and utility reconstruction. While strong support has been expressed for the project, some opposition was indicated. A petition with seven signatures voiced concerns relating to the cost of the local improvement charges and suggested that other streets should be prioritized first. One person appeared at the public hearing to express support for the project. 25 ballots received were in favour of the project, and 12 ballots were opposed. Twenty property owners did not submit their ballots. There is clear support for this Local Improvement project from the Downtown Residents Association and the majority of the property owners on Wheeler Street.

The bylaw provides for local improvement charges with respect to the above-ground costs for properties fronting on Wheeler Street. The underground works will be funded from the Build Canada Fund.

Approval from the Federal and Yukon governments is anticipated in 2017 with respect to the Build Canada funding. Construction contracts will not be awarded until these approvals are received. The earliest potential date for construction is spring 2017.

**Recommendation**

THAT Bylaw 2016-39, a bylaw to provide for local improvement charges with respect to the reconstruction of Wheeler Street West, be brought forward for second and third reading under the bylaw process



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	Monday, December 5, 2016
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – 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 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 Jessica Apolloni, Manager of Strategic Communications Norma Felker, Assistant City Clerk

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

### **1. Public Input Report – Capital Budget**

Public input on the 2017 to 2020 Capital Expenditure Program included two delegations. One delegate spoke in support of the proposed Operations Building. Representatives from the Downtown Residents Association requested that the City prioritize the reconstruction of Sixth Avenue, four Old Town roads, and the playground at Sixth and Jeckell. They also requested that the escarpment pathways be connected to the waterfront pathways. Various Downtown reconstruction projects and the new Operations Building are key elements of the proposed bylaw.

### **Recommendation**

THAT Bylaw 2016-41, a bylaw to adopt the 2017 to 2020 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

## **2. New Procedures Bylaw**

At the legislative workshop in October, council members indicated support for administration's proposal to update the existing Procedures Bylaw in accordance with the most recent revisions to the *Municipal Act*. It was also proposed that the bylaw incorporate requirements for reports on the attendance of council members at council and committee meetings and the travel incurred by council members in the performance of their duties. Council members also supported including the provisions of the Council Code of Conduct into the bylaw, and repealing the Code of Conduct Policy. A new bylaw is being brought forward that incorporates these changes. The proposed bylaw reflects good governance and recommended practices for parliamentary procedures.

Committee members posed questions regarding the inclusion of public input sessions with the public hearing regulations, and administration confirmed that the bylaw does not restrict public participation following the close of a scheduled public input session. Committee members also requested that the bylaw be consistent in references to council members rather than differentiating between mayor and councillors.

In response to the concerns raised, adjustments have been incorporated into the bylaw to provide clarity with respect to public input sessions, and to ensure consistency throughout with references to council members.

### **Recommendation**

THAT Bylaw 2016-47, a bylaw to provide rules governing council procedures, be brought forward for due consideration under the bylaw process

## **3. Third Quarter Capital Variance Report**

As part of the City's third quarter variance reporting there is a requirement for Managers to review their planned capital spending. Most projects are proceeding as planned and a few have been successfully completed under budget. A budget amendment is required in order to reduce the 2016 capital budget by \$76,314 with most of the funds remaining in City reserves for future use.

### **Recommendation**

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

1. Amend the funding of the following projects with \$7,337 remaining in the Equipment Reserve:

Heavy Truck Replacement	-\$4,180	Complete/under budget
Loader Replacement	-\$3,157	Complete/under budget
  
2. Amend the funding of the following project with \$25,000 remaining in the City's Gas Tax funds held with Yukon Government:

ICI Organics Collection Bins	-\$25,000	Under budget
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3. Amend the funding of the following project with \$18,132 remaining in the Development Cost Charges Reserve:

Additional Pickups/Trailer	-\$18,132	Complete/under budget
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4. Amend the funding of the following projects with \$25,845 remaining in the Water and Sewer Reserve:

New Pump for Ogilvie Storm	-\$6,427	Complete/under budget
Livingstone Lagoon Access Hatch	-\$19,418	Under budget

**4. Third Quarter Operating Variance Report – For Information Only**

The Financial Services Department reviewed operating budget projections submitted by Department Managers. The 2016 third quarter variance projection is that total operating revenues will exceed budget by \$735,442 and expenses will be over budget by \$384,097. Therefore, operating projections to December 31, 2016 as compared to the revised budget indicate an operating surplus of \$351,345.

Overall department spending is controlled. Based on the total operating budget of \$70,659,425, a third quarter positive variance of \$351,345 is well within 1% of the City's total operating budget.



## Minutes of the meeting of the City Planning Committee

**Date** Monday, December 5, 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 Samson Hartland  
Councillor Roslyn Woodcock

**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  
Jessica Apolloni, Manager of Strategic Communications

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

There being no further business, the meeting adjourned at 7:15 p.m.

**Adopted** at the regular council meeting on December 12, 2016

ORIGINAL MINUTES SIGNED BY:

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"Dan Curtis"

Dan Curtis, Mayor

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"N. L. Felker"

Norma L. Felker, Assistant City Clerk