



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	Monday, January 23, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Roslyn Woodcock – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Absent</b>	Councillor Dan Boyd Councillor Samson Hartland
<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 City Operations Committee respectfully submits the following report:

**1. Contract Award – Wheeler Street Reconstruction Consultant Services**

The Wheeler Street Reconstruction Project was approved in December upon final passage of the Local Improvement Charges Bylaw. A request for proposals was issued for consultant services for engineering design and construction supervision for the project. Two proposals were received, one of which did not meet the minimum technical threshold. The remaining proposal met all criteria and the price quoted is within budget.

**Recommendation**

THAT the contract for consulting services for design and construction supervision for the Wheeler Street Reconstruction project be awarded to Associated Engineering for a cost of \$547,389.00.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	Monday, January 23, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Fendrick – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd Councillor Samson Hartland
<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 Krista Mroz, Manager of Recreation and Facility Services

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

### **1. Committee Appointments – Recreation Grant Task Force**

The Recreation Grant Task Force reviews recreation grant applications and provides recommendations for grant funding. The eight members are all volunteer Whitehorse residents that have an interest in recreational activities and development within the community. The current term of four members is about to expire and there is one vacancy. All four of the members whose terms are expiring have offered to serve another term, and one new member is recommended to fill the vacancy.

### **Recommendation**

THAT Sharon Shorty be appointed to the Recreation Grant Task Force for a term to expire on October 31, 2022; and

THAT George Green, Al Loewen, Anne Morgan and Marg White be re-appointed to the Recreation Grant Task Force for a term to expire on October 31, 2022.



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

<b>Date</b>	Monday, January 23, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Robert Fendrick Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd Councillor Samson Hartland
<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, January 23, 2017
<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 Robert Fendrick Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd Councillor Samson Hartland
<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 Development Services Committee



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	Monday, January 23, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Roslyn Woodcock – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Absent</b>	Councillor Dan Boyd Councillor Samson Hartland
<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 Corporate Services Committee respectfully submits the following report:

### **1. Public Input Report – 2017 to 2019 Operating Budget**

At public input into the operating budget a delegate from the Whitehorse Chamber of Commerce commended the City for minimizing the tax increase. The Chamber recommended bringing the water and sewer rate increase in line with the tax increase and revising the budget process to better accommodate feedback from the Chamber and others. The Chamber also encouraged combining the capital and operating budgets and the reinstatement of the Finance Committee. Other comments received supported transit service expansion into Whistle Bend, continued implementation of the Solid Waste Action Plan, and full disclosure of the costs of the proposed Operations Building.

Yolande Vachon addressed the Committee to express concern regarding some of the trends in the budget.

**Recommendation**

THAT Bylaw 2016-42, a bylaw to adopt the 2017 Operating and Maintenance Budget and the 2018 and 2019 Provisional Budgets, be brought forward for second and third reading under the bylaw process; and

THAT the associated tax levy and fees and charges amendment bylaws also be brought forward for second and third reading under the bylaw process.

**2. Umbrella Amendment Bylaws – Capital and Operating Budgets**

The *Municipal Act* provides that council may by bylaw establish a procedure to authorize expenditures that vary from the annual capital expenditure program and operating budget. In accordance with the provisions of the capital and operating budget bylaws, a number of properly authorized budget amendments occurred throughout 2016. These amendments are now being brought forward under umbrella bylaws for Council authorization under the bylaw process.

**Recommendation**

THAT Bylaw 2017-02, a bylaw to amend the 2016 – 2019 capital expenditure program with respect to budget adjustments made throughout 2016, be brought forward under the bylaw process; and

THAT Bylaw 2017-03, a bylaw to amend the 2016 operating and maintenance program with respect to budget adjustments made throughout 2016, be brought forward under the bylaw process.

**3. Umbrella Grants Bylaw**

The *Municipal Act* requires that grants and gifts be authorized by bylaw. The City provides a variety of grants and donations to groups and organizations throughout the year. To facilitate the allocation of grant and donation funds, Council adopted a policy that allows grants to be approved by council resolution and subsequently authorized in an umbrella grant bylaw at year-end. This system allows the distribution of funds to qualified and approved applicants in a timely manner. A bylaw to authorize the grants approved throughout 2016 in accordance with council policies and resolutions is now being brought forward for council authorization.

**Recommendation**

THAT Bylaw 2017-01, a bylaw to authorize the allocation of various grants for the year 2016, be brought forward under the bylaw process.



## Minutes of the meeting of the City Planning Committee

**Date** Monday, January 23, 2017

**Location** Council Chambers, City Hall

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

**Absent**  
Councillor Dan Boyd  
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  
Jessica Apolloni, Manager of Strategic Communications  
Patrick Ross, Manager of Planning Services

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

### 1. Zoning Amendment – 9023 Quartz Road

A development corporation owned by the Kwanlin Dün First Nation has applied to change the zoning of a parcel of land on Quartz Road with the intent of establishing several long term commercial leases on the site. No specific development has been proposed at this time.

The property is a Type 2 parcel listed in the Kwanlin Dün Self Government Agreement. Current development regulations will apply until the First Nation enacts its own zoning bylaw. The property is currently zoned Mixed Use Commercial-Industrial and the requested zoning is Commercial-Service. The subject lot is immediately adjacent to the boundary of the existing and proposed zoning and fronts on a major collector route that is more suited to commercial businesses than industrial activity.

**Recommendation**

THAT Bylaw 2017-06, a bylaw to amend the zoning of a First Nations parcel at 9023 Quartz Road to allow for the development of long term commercial leases, be brought forward for consideration under the bylaw process.

**2. Zoning Amendment – Annie Lake Trucking**

Annie Lake Trucking has applied to amend the zoning of a parcel of land on Lorne Road in the MacRae Subdivision from Environmental Protection to Mixed Use Industrial-Commercial. Under the YESAB process the proposed use has been determined to have no significant adverse environmental effects. The proposed zoning is consistent with the land use designation under the Official Community Plan. There are no sensitive environmental sites on the property and the current zoning recognizes that it is adjacent to the slope that leads to Basalt Creek and the Yukon River. Development of this parcel for industrial activity will likely not have any impact on the surrounding area.

**Recommendation**

THAT Bylaw 2017-07, a bylaw to amend the zoning of a parcel of vacant land on Lorne Road in the MacRae Subdivision from Environmental Protection to Mixed Use Commercial-Industrial, be brought forward for consideration under the bylaw process.

**3. Zoning Amendment – Sidhu Trucking Lot Expansion**

The owner of the property at 163 Collins Lane in the Whitehorse Copper Subdivision has applied to amend the zoning of a parcel of land adjacent to their lot to allow for a lot expansion. The intended use for the expansion area is to provide additional room for the existing trucking and construction business. The subject area is currently zoned Greenbelt. There are no known trails or recreation values within or adjacent to the parcel. Development of this parcel for industrial activity will likely not have any impact on the surrounding area. The application is consistent with the land use designation under the Official Community Plan.

**Recommendation**

THAT Bylaw 2017-08, a bylaw to amend the zoning of a parcel of vacant land in the Whitehorse Copper Subdivision to allow for a lot expansion, be brought forward for consideration under the bylaw process.

**4. Contract Award – Robert Service Way Planning Study**

The City released a Request for Proposals for the completion of a planning study for the Robert Service Way area. Three proposals were received and reviewed in accordance with the policy on procedures for the selection of professional consulting services.



One proposal did not meet the minimum technical threshold and was rejected. The recommended proposal meets all requirements and is within budget.

**Recommendation**

THAT the contract for the preparation of a planning study for the Robert Service Way area be awarded to Jane of All Trades Consulting in the amount of \$67,309.

**5. Contract Award – Downtown and Marwell Plans**

The City released a Request for Proposals for the preparation of new plans for the Downtown and Marwell areas. The proposed plans will be practical and innovative documents that outline the actions, policies and steps needed to ensure these two areas remain important, vital and economically strong parts of the city. The documents will help inform the upcoming Official Community Plan review. Three proposals were received and reviewed in accordance with the policy on procedures for the selection of professional consulting services. One proposal did not meet the minimum technical threshold and was rejected. The recommended proposal meets all requirements and is within budget.

**Recommendation**

THAT the contract for the preparation of new Downtown and Marwell plans be awarded to Urban Systems Ltd. in the amount of \$159,811.20.

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

**Adopted** at the regular council meeting on January 30, 2017

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