



Minutes of the meeting of the Development Services Committee

Date July 3, 2018

Location Council Chambers, City Hall

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

Staff Present
Linda Rapp, City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Norma Felker, Assistant City Clerk
Dave Pruden, Manager of Bylaw Services

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

1. Operating Budget Amendment – Grant to Cornerstone Building Project

The Challenge Resource Disability Group is a non-profit organization that works with service providers to assist people with disabilities to become active and independent in their community by learning real job skills and entering the job market.

The organization proposes to construct the Cornerstone Building on a lot located at the end of Main Street adjacent to the escarpment. The project consists of 55 housing units, with 48 units dedicated to affordable housing including 24 units for Challenge clients. Nine of these units will be fully accessible. Seven additional units on the top floor will be for sale. The proposal also includes ground-floor retail space, an onsite nursing station for a partnership with the Kwanlin Dun First Nation and Yukon Government, and cultural programming space for both local First Nations.

The Cornerstone Building project does not qualify under the Development Incentives Policy, and the Development Cost Charges Bylaw is subject to the cap under the City's Grant-making Policy.

In order to allow the City to support this project, Administration proposes a one-time grant under the bylaw process, subject to a contribution agreement and administered through a trust fund.

The contribution agreement includes a clause prohibiting the organization from applying for other grants related to development costs and property taxes for a period of ten years. The agreement also addresses requirements for annual reporting and for recognition of the City both during and after construction. The agreement also specifies that the grant is repayable if construction does not commence within 18 months.

The recommendation of the Development Services Committee is

THAT the 2018 to 2020 operating expenses program be amended by increasing the 2018 operating budget in the amount of one million dollars to cover a grant with respect to the Cornerstone Building project, funded by the General Reserve; and

THAT Bylaw 2018-44, a bylaw to amend the 2018 operating budget and authorize a contribution agreement between the City of Whitehorse and Challenge Disability Resource Group, be brought forward for consideration under the bylaw process.

2. Amend Business License Bylaw – Cannabis Related

The Yukon Government is preparing to have territorial cannabis legislation ready to come into force in conjunction with the federal Cannabis Act. The Yukon Government will initially be the sole distributor of cannabis, but the government has indicated that plans are being developed to implement provisions for private retail distribution in the future. For this reason, amendments to various bylaws are being designed to incorporate both public and private retail cannabis sales.

Proposed amendments to the Business License Bylaw are precautionary at onset, based on the principle that it is easier to relax regulations than it is to strengthen them.

The amendments being brought forward include a new definition for retail cannabis businesses and a section within the "Specific Business Regulations" containing all of the regulations that will apply to retail cannabis businesses.

In response to concerns raised, the proposed bylaw has been modified by removing the requirements for listing the names and providing certified criminal records checks for every employee.

The recommendation of the Development Services Committee is

THAT Bylaw 2018-40, a bylaw to amend the Business License Bylaw with respect to cannabis-related businesses, be brought forward for consideration under the bylaw process.

3. Amend Controlled Substance Properties Bylaw – Cannabis Related

The Controlled Substance Properties Bylaw was adopted in 2006 after several residential marijuana grow operations were discovered and shut down. The manufacturing of illegal substances within a building often compromises the structure as well as the electrical, heating, plumbing and ventilation systems, putting the occupier and surrounding residents at risk. The bylaw was adopted to ensure that there were sufficient tools in place to protect the public and remediate any issues with controlled substance properties.

Minor changes are proposed to the existing Controlled Substance Properties Bylaw to reflect the upcoming withdrawal of cannabis from the federal *Controlled Drugs Substances Act*. These changes are also required to align the City's bylaw with the provisions of the Yukon Government's proposed cannabis legislation. It will be important to continue to have a Controlled Substance Properties Bylaw in place to deal with issues in properties that are considered grow operations outside of the legal allowable personal cultivation limits.

The recommendation of the Development Services Committee is

THAT Bylaw 2018-28, a bylaw to amend the Controlled Substance Properties Bylaw in response to new legislation, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the Corporate Services Committee

Date	July 3, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk Lindsay Schneider, Manager of Financial Services Geoff Quinsey, Manager of Water and Waste Services

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

1. Amend Fees and Charges Bylaw – Second Quarter Changes

As part of the annual budget process, the Financial Services Department conducts a quarterly review of the Fees and Charges Bylaw and compiles a list of suggested additions and amendments as submitted by the management group.

Second quarter changes are recommended that include some fee increases, the deletion of certain fees, and the addition of new fees with respect to the upcoming legalization of cannabis. Some changes to descriptions to add clarity are also proposed.

A number of existing fees are proposed to be increased to include a cost recovery portion, and some fees are recommended for deletion because they are being consolidated with other existing fees.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-39, a bylaw to amend the Fees and Charges Bylaw with respect to second quarter changes and cannabis-related charges, be brought forward for consideration under the bylaw process.

2. Budget Amendment and Sole-Source Request – Records Management

The *Municipal Act* requires the City to safely maintain all the assets and records of the municipality. There are also records management responsibilities for the City under the *Archives Act*. In 2016 a consultant was retained to provide advice on the City's records management practices. A records management assessment and strategic plan was produced that contained 14 recommended actions, and work was begun on a records classification and retention schedule that is not yet completed.

The same consultant has been used throughout the project to date. He is familiar with the City's records management status and has a depth of knowledge and understanding that provides the foundation for further work on the project. The Purchasing and Sales Policy does not make allowances to exempt this type of procurement from the public tendering process. A resolution is therefore required to waive a public bidding process.

The proposed amendments to the *Access to Information and Protection of Privacy Act* may extend the legislation to apply to municipalities. In that event, a fully functional records management system will be essential for the City. The approved 2018 capital budget includes funds to digitize Land and Building Services Records. For technical reasons, it is preferable to complete the records management work proposed before fully implementing this project.

The recommendation of the Corporate Services Committee is

THAT Administration is hereby authorized to waive the public bidding process for the supply of consulting services for records management in 2018; and

THAT the 2018 to 2021 capital expenditure program is hereby amended by re-allocating \$50,000.00 from project number #300c00117 to project #220c00116 in 2018; and

THAT Administration is hereby authorized to award the contract for consulting services for records management to File IT Solutions for an amount not to exceed \$50,000.00 plus GST.

3. Budget Amendment and Contract Award – Organic Waste Removal

Weekly collection of large volume commercial organics has been a part of the City's Commercial Organics Pilot Program since 2014. The current service contract expired at the end of June, and a tender was issued to seek weekly collection services for large volume commercial organics for a three-year period starting in July 2018. One bid was received in response to the tender issued. The bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully.

A budget amendment approved in May will cover the majority of costs for 2018. Fees to large volume customers will need to increase in 2019 and 2020 to absorb the cost of this collection service.

The recommendation of the Corporate Services Committee is

THAT Administration is hereby authorized to award the contract for Organic Waste Removal Services to General Waste Management for a net cost to the City not to exceed \$315,725.00 plus GST; and

THAT the 2018 to 2020 operating expenditure program is hereby increased in the amount of \$3,899.00 for 2018, \$72,001.00 for 2019, and \$84,054.00 for 2020, funded by the general reserve, to cover the additional costs of organic waste removal services.

4. Urban Electrification Local Improvement – Lot 1143 Squatters Road

In 1989 the City began assisting with the cost of electrifying urban property by financing it and charging the cost back to the property as a local improvement charge. In order to have an application approved the applicant must have title to the property, current taxes must be paid in full, and the cost of the work must not exceed 75% of the assessed value of the property. The owners of the property located at Lot 1142 Squatters Road have met all the conditions of the urban electrification program. A bylaw is required to provide for a work of local improvement.

The recommendation of the Corporate Services Committee is

THAT the application from Simon Hambrook and Lillian Grubach-Hambrook under the urban electrification program for Lot 1142, Quad 105D/11 is hereby accepted; and

That Bylaw 2018-42, a bylaw to authorize a work of local improvement for urban electrification at 1142 Squatters Road, be brought forward for consideration under the bylaw process.

5. Plastic-Free July – For Information Only

Deputy Mayor Woodcock challenged council members to quit using single-use plastic during the month of July and to document their strategies and successes through social media.



Minutes of the meeting of the City Planning Committee

Date July 3, 2018

Location Council Chambers, City Hall

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

Staff Present
Linda Rapp, City Manager
Jeff O’Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Peter O’Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Norma Felker, Assistant City Clerk
Cathy Dyson, Acting Manager of Land and Building Services
Mike Ellis, Senior Planner

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

1. Renewal of Subdivision Approval – Whistle Bend Phase 3

A number of subdivision approvals have been issued as part of the development of the Whistle Bend neighbourhood. The *Municipal Act* and Subdivision Control Bylaw dictate that subdivision approvals are valid for one year and may be extended at the request of the applicant for a further year. Subdivision approval for Phase 3 extends into 2018, but the construction work was broken into parts with the last piece scheduled to be completed during this construction season. In order to allow for the completion of this phase of the project, the subdivision approval is required to be renewed by Council.

The recommendation of the City Planning Committee is

THAT subdivision approval is hereby renewed for the subdivision of approximately 24.8 hectares of vacant Yukon land for the creation of 129 new lots, greenbelts, lanes and roads known as Whistle Bend Phase 3, as shown on the proposed subdivision sketch.

2. Development Incentive Agreement – Blood Ties Four Directions

The Development Incentives Policy is meant to encourage specific development in the City, including rental housing, mixed-used development, and supportive housing. Under this policy, developments that meet the specified criteria are eligible for a yearly monetary grant from the City. The value of the grant is based on the increase in taxation rate due to the improvements on the property.

The City has received an application for a major development incentive from Blood Ties Four Directions. The organization has been issued a development permit to construct five rental housing units at 6140 – 6th Avenue. This development meets all criteria and a Development Incentive Agreement is being brought forward for Council approval.

In accordance with the Development Incentives Policy, Council may consider a grant equal to the development fees for non-profit organizations. The current Development Cost Charges Bylaw also allows Council to waive development cost charges for non-profit supportive housing projects. The City Grant-Making Policy states that cumulative grants per organization shall not exceed a total of \$50,000 per year. It is not expected that this application will result in a grant of more than \$50,000 annually.

Patricia Bacon addressed the Committee on behalf of Blood Ties Four Directions in support of their application. She provided a brief history of the project and requested that the grant include the cost of the charges incurred for the disposal of construction and demolition waste at the City's Waste Management Facility.

The recommendation of the City Planning Committee is

THAT a Development Incentive Agreement with Blood Ties Four Directions is hereby approved with respect to a major development incentive for a five-unit rental housing development at 6140 Sixth Avenue; and

THAT a grant to Blood Ties Four Directions is hereby approved in the amount of \$3,244.93 relating to the cost of development fees per the Development Incentives Policy; and

THAT a grant to Blood Ties Four Directions is hereby approved in the amount of \$11,652.00 relating to Development Cost Charges per the Residential Development Cost Charges Bylaw.

3. Zoning Amendment – 8 Metropolit Lane

The owner of the lot located at 8 Metropolit Lane has authorized an application to rezone the property to allow for the development of a child care centre. The current zoning is Highway Commercial and child care centres are not a permitted use in this zone. A purchase agreement is in place between the property owner and the applicant, contingent upon approval of this rezoning application.

The lot is located on two main travel routes to the downtown area and other major employment areas, and therefore would allow parents to drop off and collect children without driving into a residential neighbourhood and creating additional traffic.

If the zoning amendment is approved the proponents will have to meet additional requirements particular to the operation of a child care centre as part of the permitting process.

On behalf of the proponents, Maggie Powter spoke in support of the application. She explained that they currently operate a preschool program in the downtown area and see the Yukon Gardens Business Park as an ideal place for the relocation of their business.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-43, a bylaw to amend the zoning of portions of 8 Metropolit Lane to allow for the development of a child care centre, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date	July 3, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Deputy Mayor Roslyn Woodcock Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk Taylor Eshpeter, Acting Manager of Engineering Services

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

1. Contract Award – Asphalt Path Project

The construction of new paved trails to connect neighbourhoods and provide an active transportation option that avoids arterial roadways where possible is the object of the asphalt path project. This year's project will construct a trail on the west side of Lewes Boulevard adjacent to the existing sidewalk. The trail has not yet been designated in accordance with the Trail Maintenance Policy.

One bid was received in response to the tender issued. The bidder is familiar with the scope of the work and has the knowledge and experience to successfully complete the work. The prices submitted are reasonable and there are sufficient funds in the budget, funded entirely through the Federal Gas Tax Program.

The recommendation of the City Operations Committee is

THAT Administration is hereby authorized to award the contract for the Asphalt Path Project to Skookum Asphalt Ltd. for a net cost to the City of \$171,191.42 plus GST.



Minutes of the meeting of the Community Services Committee

Date July 3, 2018

Location Council Chambers, City Hall

Committee Members Present Councillor Jocelyn Curteanu – Chair
Councillor Robert Fendrick – Vice Chair

Mayor Dan Curtis
Deputy Mayor Roslyn Woodcock
Councillor Dan Boyd
Councillor Samson Hartland
Councillor Betty Irwin

Staff Present Linda Rapp, City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Norma Felker, Assistant City Clerk

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

1. Escarpment Parks Society – For Information Only

Sally Wright addressed the Committee on behalf of the Escarpment Parks Society to provide an update on the activities of the organization. She outlined the plans in place for the development of a park at the west end of Strickland Street and the signage that will be installed to commemorate the history of the area. Ms. Wright noted that the society's initial park on Cook Street was damaged during a construction project last year. She asked what steps will be taken to ensure that the park is restored.

2. Mayor's Visit to Juneau – For Information Only

Mayor Curtis advised that he will be in Juneau on July 4th, attending Independence Day celebrations. He will travel with an RCMP delegation that will allow him to complete the trip in one day, and there will be no travel expenses involved. This arrangement provides an opportunity for him to participate in the celebrations with the mayor and citizens of our sister city.



Minutes of the meeting of the Public Health and Safety Committee

Date July 3, 2018

Location Council Chambers, City Hall

Committee Councillor Roslyn Woodcock – Chair

Members Councillor Dan Boyd – Vice-Chair

Present Mayor Dan Curtis

Councillor Jocelyn Curteanu

Councillor Robert Fendrick

Councillor Samson Hartland

Councillor Betty Irwin

Staff Linda Rapp, City Manager

Present Jeff O'Farrell, Director of Community and Recreation Services

Valerie Braga, Director of Corporate Services

Mike Gau, Director of Development Services

Peter O'Blenes, Director of Infrastructure and Operations

Catherine Constable, Manager of Legislative Services

Norma Felker, Assistant City Clerk

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

There being no further business, the meeting adjourned at 7:50 p.m.

Adopted at the regular council meeting on July 9, 2018

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk