



## Minutes of the meeting of the City Planning Committee

**Date** Tuesday, September 5, 2017

**Location** Council Chambers, City Hall

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

**Absent** Councillor Dan Boyd

**Staff Present**  
Linda Rapp, City Manager  
Krista Mroz, Acting Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Richard Graham, Acting Director of Infrastructure and Operations  
Jessica Apolloni, Manager of Strategic Communications  
Patrick Ross, Manager of Land and Building Services

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

**1. Zoning Amendment – 51 Sunset Drive South**

The owner of 51 Sunset Drive South has applied for a zoning amendment to relax the setback on the south side of her corner lot to allow for renovations to the existing home. The building is classified as non-conforming due to a change in zoning regulations made after the residence was built, and the *Municipal Act* prohibits alterations except to increase conformity.

The same situation of corner lot non-conformance likely exists for many other properties facing Hillcrest Drive that were built before the setback was increased. The situation was not discussed during consultation for the Hillcrest Neighbourhood Plan because it was not apparent at that time. Administration intends to investigate this further with the intent to bring as many houses as possible into a state of zoning conformance. This zoning amendment is being brought forward at this time because the applicant would like to begin building improvements this fall.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2017-31, a bylaw to amend the zoning at 51 Sunset Drive South to reduce the corner setback allowance for the frontage facing Hillcrest Drive, be brought forward for consideration under the bylaw process.

**2. Subdivision Approval – Lot 1545 Hidden Valley Subdivision**

The owner of Lot 1545 in Hidden Valley has applied for subdivision approval to create six new country residential lots, one walkway, one public utility lot, one future development lot, and a new roadway called Stehelin Drive. The area consists of approximately 14 hectares of land designated as country residential in the Official Community Plan. The area is zoned Country Residential 1 and all of the proposed lots will conform to applicable zoning regulations.

All proposed lots will be accessed from Stehelin Drive and serviced through on-site septic systems, water wells or water delivery systems. Residential development cost charges will apply, but the requirement for public use land dedication has already been satisfied through an earlier subdivision application.

Administration has recommended that development of two of the proposed lots be postponed for two years to allow for planned improvements to the area's storm drainage system. The public utility lot will provide the City with better access to the existing drainage ditch and storm water retention pond, and an application for acquisition of this parcel is being brought forward concurrently with this request for subdivision approval.

**The recommendation of the City Planning Committee is**

THAT the subdivision of approximately 14 hectares of land for the creation of six new country residential lots, one walkway, one public utility lot, one future development lot, and Stehelin Drive in the Hidden Valley Subdivision, be approved as shown on the proposed subdivision sketch, subject to the following conditions:

1. THAT EVEM Ltd. provide the City with a geotechnical/hydrological report that demonstrates the feasibility and adequacy of on-site servicing; and
2. THAT EVEM Ltd. enter into a Development Agreement with the City for:
  - a) development responsibilities related to the construction of six country residential lots and associated road, public utility lot and walkway infrastructure;
  - b) deferring Development Cost Charges until the time of Building Permit application; and
  - c) limiting the timing for development of proposed Lots 'E' and 'F' as shown on the application sketch.

**3. Land Acquisition – Utility Lot in Hidden Valley**

As part of the subdivision of Lot 1545 in Hidden Valley, a public utility lot adjacent to the existing storm drainage system is being created. This parcel of land will provide additional utility to the City and will significantly improve access to the existing storm drainage infrastructure. A current fair market appraisal has determined the value of the parcel to be \$15,600.00. No budget has been approved for this purchase, and administration proposes that it be funded by the reserve created by cash-in-lieu received under public use land dedication requirements for new developments.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2017-30, a bylaw to authorize the acquisition of a portion of Lot 1545, Quad 105D/14 in the Hidden Valley Subdivision for utility purposes, be brought forward for consideration under the bylaw process; and

THAT the 2017 to 2020 capital budget be increased in the amount of \$15,600.00 for the acquisition of a public utility lot in Hidden Valley, funded by the cash-in-lieu portion of the public use land dedication reserve.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	Tuesday, September 5, 2017
<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 Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications

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

**1. Marwell Lift Station Project – For Information Only**

In response to questions raised, administration confirmed that the Marwell Lift Station Upgrade project continues to proceed. Additional information will be provided regarding the proposed schedule for completion.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	Tuesday, September 5, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Robert Fendrick – Chair Councillor Samson Hartland – Vice-Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications

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

**1. Proclamations – For Information Only**

Mayor Curtis proclaimed the month of September 2017 to be *Prostate Cancer Awareness Month* in the City of Whitehorse.

Mayor Curtis proclaimed Saturday, September 9<sup>th</sup>, 2017 to be *Fetal Alcohol Spectrum Disorder Awareness Day* in the City of Whitehorse.

**2. The Push for Change – For Information Only**

Representatives from the Boys and Girls Clubs of Yukon addressed the Committee in support of “*The Push for Change*” movement to raise awareness and funds to prevent youth homelessness.



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

<b>Date</b>	Tuesday, September 5, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications

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Your Worship, the Public Health and Safety Committee respectfully submits the following report:

**1. Firefighter Issues – For Information Only**

Gary Pettifor addressed the Committee as a firefighter with 37 years of service for the City of Whitehorse. As a result of this work he now has multiple occupational health-related issues. Mr. Pettifor alleged City wrongdoing with respect to Fire Service operations and stated that he is looking for the City to accept responsibility for destroying his health. He gave the City seven days to respond to his allegations.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	Tuesday, September 5, 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 Samson Hartland Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations 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>	Tuesday, September 5, 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 Samson Hartland Councillor Betty Irwin
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications Douglas Hnatiuk, Manager of Parks and Community Development

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

### **1. Council Remuneration Bylaw – 2018 to 2021 Term**

Council's Remuneration Bylaw requires that the current council set the remuneration to be paid to council members for the next term of office prior to the start of their final year in office. The current bylaw provides for one-third of their total annual remuneration to be tax-free, meaning that it is paid as compensation for necessary expenses incidental to the discharge of their duties as council members. This provision of the bylaw will be nullified by changes to federal legislation that will take effect during the next council's term of office.

Administration surveyed comparable communities to find out how they will be dealing with the change to legislation, and the majority of those communities plan to raise the base salary to account for the tax-free portion. The same approach has been taken with the proposed bylaw, and no other increases are proposed.



Other changes to the bylaw include incorporating the provisions of the current council expense policy into the bylaw to eliminate overlap and duplication. The proposed bylaw provides clarity with respect to when approval for travel outside the city or for funding or reimbursement of expenses may be provided by the mayor instead of by resolution of council, and includes special provisions so that travel within the territory by designated council representatives to the Association of Yukon Communities requires a simpler approval process.

**The recommendation of the Corporate Services Committee is**

THAT a bylaw to provide for the remuneration to be paid to the mayor and councillors for the 2018 to 2021 term of office be brought forward for due consideration under the bylaw process.

**2. Disband Trail and Greenways Advisory Committee**

The Whitehorse Trail and Greenways Advisory Committee was established in 2013 to discuss and make recommendations to council on the achievement of the 2007 Trail Plan's guiding principles of sustainability, inclusiveness, diversity and accessibility. The specific purpose of the committee was to provide advice to council and administration related to the development, maintenance, promotion and encouragement of a sustainable, inclusive, diverse and accessible Whitehorse trail network for all trail users, stakeholders and stewards.

The Whitehorse Trail and Greenways Advisory Committee has served the purpose for which it was originally formed. New issues regarding trail development are being dealt with by neighbourhood task force working groups.

Keith Lay spoke on behalf of the Active Trails Whitehorse Association to express concern regarding the lack of a Trail Development Policy and a defined process to deal with applications for new trails. Mr. Lay stated that these issues need to stay in the public domain and requested that the public be advised of the new processes to deal with these issues.

**The recommendation of the Corporate Services Committee is**

THAT the Whitehorse Trail and Greenways Advisory Committee be disbanded, effective immediately.

**3. Second Quarter Capital Variance Report**

As part of the City's second 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 2017 capital budget by \$1,579,490 with most of the funds being grants from the Yukon Government that will not be expended.

**The recommendation of the Corporate Services Committee is**

THAT the following amendments to the 2017 to 2020 capital expenditure plan be authorized:

1. Amend the funding of the completed and under budget Pumper–Tanker Replacement project #440c00214 with \$30,045.00 remaining in the Equipment Reserve.
2. Amend the funding of the completed and under budget Long Term Land Planning project #720c00213 with \$87,948.00 remaining unexpended against contribution agreements with the Yukon Government.
3. Amend the funding of the reduced scope Livingstone Trail Lagoon Odour Mitigation project #240c00111 with \$976,496.00 remaining unexpended against contribution agreements with the Yukon Government.
4. Amend the funding of the cancelled Hillcrest Reconstruction project #240c00209 with \$485,000.00 remaining in the Capital Reserve.

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

The 2017 second quarter variance projection shows that total operating revenues and expenses will be under budget. Operating projections to December 31, 2017 as compared to the revised budget indicate an operating surplus of \$548,111.

Building Permit fees are anticipated to be lower than budget, but this may change if lots in Whistle Bend phase 3 are brought to market in the fall. Planned transfers from the capital reserve are not expected to occur in 2017 as these amounts were to offset debenture interest for the new Operations Building project and borrowing will not occur until 2018. Wages and benefits are expected to come in lower than anticipated due primarily to corporate vacancies.

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

**5 2017 Union Negotiations**

The Collective Agreements between the City of Whitehorse and the Public Service Alliance of Canada Locals Y022 and Y023 expired August 31, 2017. Both locals have served notice to bargain collectively as required under the existing agreements and initial preparation to do so has begun. To date the City's negotiating team has been established, a lead negotiator contracted, and the current agreements have been reviewed. Managers have been consulted and initial research and proposal preparation has begun.

In order for the negotiating team to proceed it is necessary for council to confirm the team's terms of reference. The proposed terms of reference establish the authority,

powers and duties of the negotiating team, including authorization to enter into a memorandum of settlement that will be subject to council ratification.

**The recommendation of the Corporate Services Committee is**

THAT the terms of reference for the City's 2017 negotiating team for the Public Service Alliance of Canada Locals Y022 and Y023 Collective Agreements be adopted as presented.

**6 Authorize Council Travel – AYC Board Meeting**

Council's Expense Policy requires prior approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel by members of council outside the City of Whitehorse. Councillor Boyd is a designated council representative on the Board of the Association of Yukon Communities and is expected to attend board meetings. The Board's September meeting will be held in Carmacks.

**The recommendation of the Corporate Services Committee is**

THAT travel expenses from the council representative allocation and honorarium expenses from the councillor-initiated allocation be authorized for Councillor Boyd to attend the Association of Yukon Communities September Board Meeting in Carmacks.

There being no further business, the meeting adjourned at 6:50 p.m.

**Adopted** at the regular council meeting on September 11, 2017

ORIGINAL MINUTES SIGNED BY:

"Dan Boyd"

Dan Boyd, Deputy Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk