



Minutes of the meeting of the Development Services Committee

Date June 18, 2018

Location Council Chambers, City Hall

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

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
Geoff Quinsey, Acting Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Norma Felker, Assistant City Clerk

Your Worship, there is no report from the Development Services Committee.



Minutes of the meeting of the Corporate Services Committee

Date	June 18, 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 Geoff Quinsey, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Lindsay Schneider, Manager of Financial Services Michael Reyes, Manager of Business and Technology Systems Krista Mroz, Manager of Recreation and Facility Services Norma Felker, Assistant City Clerk

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

1. 2017 Financial Statements

The City's Auditors have completed their review of the 2017 Financial Statements, schedules and notes. They confirm that these statements present fairly the financial position of the City of Whitehorse as at December 31, 2017. The City's overall financial position has improved since 2016.

The City's water and sewer services are operated as a separate utility. This means that it is necessary to break out the operating costs. In order to maintain the separation between taxpayer-funded activities and the operations of the utility, the surplus must be transferred to the Water and Sewer Reserve.

The recommendation of the Corporate Services Committee is

THAT the audited City of Whitehorse 2017 Financial Statements be approved as presented, and

THAT the Water and Sewer Fund surplus of \$13,317.00 be transferred to the Water and Sewer Reserve.

2. Contract Award – Recreation and Activity Management System

The vendor for the recreation and activity management software currently being used by the City announced that the product would not be supported after this year. Therefore the City issued a request for proposals for a new system. Nine companies showed interest by picking up the proposal documents, but only one proposal was received. The sole proposal meets all requirements and is within budget.

The recommendation of the Corporate Services Committee is

THAT Administration is hereby authorized to award the contract for the Recreation and Activity Management System to PerfectMind Inc. in the amount of \$63,000 plus GST for one-time system implementation, and \$147,000 plus GST for annual support covering the following three-year period.



Minutes of the meeting of the City Planning Committee

Date June 18, 2018

Location Council Chambers, City Hall

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

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
Geoff Quinsey, Acting Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Mélodie Simard, Manager of Planning and Sustainability Services
Wayne Tuck, Manager of Engineering Services
Patrick Ross, Manager of Land and Building Services
Ben Campbell, Planner
Norma Felker, Assistant City Clerk

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

1. Zoning Amendment – Motorways Fire Station

The Downtown Fire Station is being relocated to the Motorways Area as part of the City’s building consolidation project. Administration proposes rezoning the site of the new fire station and portions of several adjacent lots to allow emergency and protective services as the principal uses. The proposed zoning will also allow for the eventual expansion of an existing ATCO Electric power substation to accommodate growing power needs in the Downtown area.

The proposed amendment also provides for a minor relaxation of the interior side yard setback to reflect the placement of the existing building relative to the lot line. If this zoning amendment is approved, the layout of the City-owned lots in the area will be

reconfigured to create approximately 2000 square metres of developable area with frontage on both Front and Black Streets that could be sold for private development.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-41, a bylaw to amend the zoning of several parcels in the Motorways area to allow for the development of a fire station and the expansion of an existing electrical substation, be brought forward for consideration under the bylaw process.

2. Public Input Report – Conditional Use at 161 War Eagle Way

The owner of 161 War Eagle Way has applied to construct a six-bedroom dwelling with a detached garage on the subject property. There is also a proposed garden suite to be situated above the garage. The dwelling is being designed to operate a four-room Bed and Breakfast lodging which requires Conditional Use approval. Only the proponent spoke at the public input session and no concerns were raised during the application process.

The recommendation of the City Planning Committee is

THAT the conditional use application to allow for a four-room bed and breakfast lodging at 161 War Eagle Way be approved.

3. Public Hearing Report – Zoning Amendment (51 Keewenaw Drive)

The owner of 51 Keewenaw Drive has applied to amend the zoning of the property to allow for the construction of a townhouse development without a commercial component. At the public hearing two persons spoke against the proposal and nine submissions were received, seven of which were opposed. Concerns raised included increased density, loss of commercial space, the style of the development, parking, traffic and speeding issues, and impacts on property values. Several submissions suggested that the development would be out of place in the existing neighbourhood.

The project will be required to meet the specific use regulations for multiple housing development that are intended to ensure a minimum level of quality in design. The final design will be confirmed at the development permit stage. A substantial amount of research and literature indicates that higher density housing developments, when suitably-designed and quality-built, do not reduce the property values of adjacent, lower density properties.

The developer is proposing an internal parking configuration with a one-way entrance from North Star Drive, and a two-way entry/exit from Keewenaw Drive. The number of off-street parking spaces proposed exceeds the minimums prescribed.

Dr. John Stamp addressed the committee to suggest that the time frame for public input on this issue was insufficient. He further suggested that the notification area was too small since the adjacent public park is widely used by the neighbourhood.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-30, a bylaw to amend the zoning of 51 Keewenaw Drive in the Copper Ridge Subdivision to allow for the construction of a townhouse development without a commercial component, be brought forward for second and third reading under the bylaw process.

4. Public Hearing Report – Zoning Amendment (19 McIntyre Drive)

The Kwanlin Dün First Nation has applied to change the zoning at 19 McIntyre Drive to allow for the development of a multi-purpose building. There was no one present to speak to the application at public hearing, and no written submissions were received. No concerns were raised with respect to this bylaw.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-34, a bylaw to change the zoning at 19 McIntyre Drive in the McIntyre Subdivision to allow for the construction of a multi-purpose building, be brought forward for second and third reading under the bylaw process.

5. Zoning Amendment – Whistle Bend Phase 6

Most of the zoning for the Whistle Bend Subdivision was in place by 2012. However, as the neighbourhood is built out, design changes are being made to reflect engineering requirements and better planning solutions. The zoning proposed for Phase 6 is now being brought forward for consideration.

Phase 6 includes a mix of residential uses, a park, and public green space. A broad mix of housing allows residents to “age in place” and has the socio-economic benefit of mixing a range of income levels and demographics within a neighbourhood. It is located within walking distance of the Whistle Bend core and includes high density residential lots that support the viability of both commercial opportunities and transit service. The design also includes two “green streets” in which single family houses face onto a landscaped green corridor with a walking path instead of a typical residential street. Parking is available from expanded laneways.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-38, a bylaw to amend the zoning for Phase 6 of Whistle Bend, be brought forward for consideration under the bylaw process.

6. Downtown Plan

The City embarked on a new Downtown Plan process in early 2017 as a means to inform the upcoming review of the Official Community Plan and to provide an action-oriented strategy and vision for a vibrant and healthy Downtown.

A Marwell Plan was completed in tandem with this process, recognizing that both areas are part of the “Greater Downtown”, an expanded area that forms the primary commercial, employment, service, and cultural area of the city. The initial plan was developed through an extensive consultation process and then revised by a public and organizational review.

From the outset, the goal was to develop an action-oriented plan that delves into the feasibility and considerations of large issues and opportunities for Downtown. The plan contains nine big actions for Downtown which have been determined through the engagement process as the most vital priorities. The plan also includes 53 other actions to support the Downtown Plan vision.

The recommendation of the City Planning Committee is

THAT the Downtown Plan dated June 2018 be adopted as presented as a guiding document.

7. Marwell Plan

New challenges and opportunities for Marwell have been created by the continued growth of the city and changing land-use patterns. The Marwell Planning process was launched in 2017 in conjunction with the Downtown Plan process to establish a vision and action plan for this important industrial and commercial-service area.

The major direction of the Marwell Plan is to strengthen the core function of Marwell as a mixed employment and service area while encouraging a shift away from heavier industry to lighter industrial and service-commercial uses, supported by live-work options. The plan contains five big actions and 30 other actions for Marwell over a ten year period as identified through the engagement process.

The recommendation of the City Planning Committee is

THAT the Marwell Plan dated June 2018 be adopted as presented as a guiding document.



Minutes of the meeting of the City Operations Committee

Date June 18, 2018

Location Council Chambers, City Hall

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

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
Geoff Quinsey, Acting Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Richard Graham, Manager of Operations
Chris Green, Deputy Fire Chief
Norma Felker, Assistant City Clerk

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

1. Contract Award – Fire Rescue Apparatus

The 2018 capital budget includes funds for a new fire rescue apparatus as a replacement for an aging unit. The rescue apparatus carries the majority of rescue equipment required for technical incidents that may require special tools and equipment, including motor vehicle accidents, confined space rescue, ice rescue and rope rescue. The apparatus also provides a wide variety of support functions for use with structural responses.

Two proposals were received in response to the request for proposals issued. An internal team reviewed the proposals in accordance with City policies and only one proposal met the minimum technical threshold.

The sole remaining proposal meets all technical requirements and is within budget.

The recommendation of the City Operations Committee is

THAT Administration is hereby authorized to award the contract for the supply and delivery of a heavy duty rescue apparatus to Safetek for a price not to exceed \$886,532.00 plus GST.



Minutes of the meeting of the Community Services Committee

Date	June 18, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Robert Fendrick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Guest	Sasha Pejic, PMP – Consultant, Transit Master Plan 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
Staff Present	Geoff Quinsey, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Cheri Malo, Manager of Transit Services Douglas Hnatiuk, Manager of Parks and Community Development Dexter Kotylak, Trail Coordinator Norma Felker, Assistant City Clerk

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

1. Transit Master Plan

In 2017 the City launched a comprehensive public engagement process to develop a Transit Master Plan. The process included interviews with administration, bus drivers and transit riders, public open houses, on-line surveys and meetings with Yukon College, the Department of Education and various community organizations.

This is the first Transit Master Plan developed for the City of Whitehorse. An integral part of preparing the plan included a review of all aspects of the current service, including routing, fleet, infrastructure, marketing, financials, technology and scheduling.

Engagement surveys separately targeted transit users and non-users, investigating travel patterns, reasons for using or not using transit, suggestions for improvement, and

current customer satisfaction. The results of these interviews and surveys directly informed the recommendations made in the Master Plan. All of the recommendations are accompanied by a detailed implementation plan.

The recommendation of the Community Services Committee is

THAT the 2018 Transit Master Plan be adopted as presented as a guiding document.

2. Trail Development Policy

In 2017 the Trail Maintenance Policy was revised to remove trail development components. At that time Council directed that a Trail Development Policy be prepared.

The proposed policy will streamline the trail development application process for both applicants and City staff. It will allow the City to enter into partnership agreements with stakeholders to develop and maintain new and existing trails, and may permit individuals to undertake trail enhancement projects on City trails. In addition, the policy contains terms that enable the City to achieve its objectives regarding public safety, user conflict avoidance, and environmental stewardship.

Keith Lay addressed the Committee on behalf of Active Trails Whitehorse Association to suggest that the policy should be updated with additional objectives including education, heritage and culture and active transportation. He also suggested that the definitions should be updated to provide greater clarity and provided a document detailing an analysis of the draft policy.

The recommendation of the Community Services Committee is

THAT the Trail Development Policy dated June 2018 be adopted as presented.

3. Trail Designations

The City is responsible for undertaking new trail construction and upgrades to existing trails resulting from neighbourhood-level trail planning. The City also maintains trails in accordance with the Trail Maintenance Policy and recommends amendments to applicable bylaws as required.

As a result of work completed by Administration and the trail maintenance crew, a number of trails now require inclusion in the Trail Maintenance Policy. In addition, amendments to the Snowmobile Bylaw are required to add to the list of trails where the use of snowmobiles is not permitted. By amending the Trail Maintenance Policy Council would accept the recommended trail priorities and maintenance standards for the newly designated trails.

Keith Lay spoke on behalf of Active Trails Whitehorse Association to state that Council should respect the survey results for the Whistle Bend area, particularly with respect to the Casca Inner Loop. He also stated that the proposed trail designation exclusions in the Snowmobile Bylaw do not go far enough or include enough trails. He provided a document detailing an analysis of the proposed designations.

Nancy Brady stated that she is happy to see the recommendation that the Whistle Bend Perimeter Trail be designated as non-motorized, but expressed concern that the Casca inner loop is recommended as motorized and the designation of the two trails is tied together. She stated that since City streets are allowed to be used as out and away routes this designation for the Casca Loop is unnecessary. Ms. Brady also stated that there is a place for noisy and fast-moving machines but that place should not include residential areas where walkers could be put at risk. She suggested that trailering should be used when the streets cannot be utilized for out and away routes.

Dorothy Lebel asked for clarification regarding the designation of the Grey Mountain Trail. She noted that this trail goes through an environmentally sensitive area and therefore should be designated as non-motorized on a year-round basis.

Jeff Marynowski spoke on behalf of the Klondike Snowmobile Association to advise that Association members participated in the Whistle Bend concept planning charrette because motorized trails are very important to the City. He acknowledged that any City street can be used as an out and away route, but some streets are cleared on a priority basis that prevents their use by snowmobiles.

The recommendation of the Community Services Committee is

THAT the Trail Maintenance Policy be amended to include the designation of 23 trails as outlined in the 2017 Trail Report; and

THAT Bylaw 2018-25, a bylaw to amend the Snowmobile Bylaw to add new excluded trails, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the Public Health and Safety Committee

Date	June 18, 2018
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 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 Geoff Quinsey, Acting 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 8:27 p.m.

Adopted at the regular council meeting on June 25, 2018

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk