



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

<b>Date</b>	November 19, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jan Stick
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting 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

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

**1. FireSmart Program – For Information Only**

Dave Loeks addressed the Committee on behalf of FireSmart Whitehorse, an informal group of professionals focused on reducing the risk of catastrophic fire impacting the City of Whitehorse. He contended that Whitehorse is at high risk due to the forest landscape, wind-funnelling topography and hill location. When combined with only one road in and out and the additional choke point of the Robert Campbell Bridge, the City is very vulnerable.

Mr. Loeks stated the opinion that the City is behind in emergency planning. He urged the City to use the budget process to fund as many fire abatement programs as possible in an effort to mitigate the risks.

**2. Safe Ride Home Program** – For Information Only

Daniel MacKenzie addressed the Committee to provide an update on the proposed Safe Ride Home program. He advised that the Free the Beat Foundation wants to have the bus supplied with a wheelchair lift, cameras, a metal detector, a security guard, a nurse and an entertainer. All of this is intended to ensure the safety and security of everyone using the bus, and in order to do so the Foundation needs support and sponsorship from the community. Mr. MacKenzie explained that it is his intention to have all the support staff on the bus paid, with the sole exception being himself as the driver providing the service pro bono.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	November 19, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting 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 Mélodie Simard, Manager of Planning and Sustainability Services Norma Felker, Assistant City Clerk

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

### **1. Environmental Grant Allocations**

The City allocates \$25,000 annually for Environmental Grants to assist community groups, non-profits, and commercial organizations with environmental projects that advance the Whitehorse Sustainability Plan. The Environmental Grant Policy governs the allocation of grants, and there are two application deadlines annually.

In accordance with the policy, applications are evaluated based on how they support the Sustainability Plan, public and community benefit, eligible costs, likelihood of success, and other criteria.

An internal committee reviewed the nine applications received for the fall intake and recommended that all the applicants receive at least partial funding.

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

THAT the allocation of Environmental Grants in the amount of \$22,328.51 be approved as recommended by the review committee.

<u>Grant Recipient</u>	<u>Grant Amount</u>
Downtown Urban Gardeners Society Labour to remove low-functioning beds	\$2,793.00
Fireweed Market Stand-alone electrical panel, cord and labour	\$1,225.00
Philippe's Bike Repair Bike parts and advertising	\$1,500.00
Shannon Powell Consulting Consultant wages for preparation of a report on Protecting the common nighthawk	\$2,000.00
Valleyview Community Association Water tank and fittings	\$1,000.00
Whitehorse Community Thrift Store Equipment, signage and consultant fees	\$5,975.00
WildWise Design, translation, printing, sign installation and consultation materials – multiple education projects	\$2,028.00
Yukon Fish & Game Replace and refurbish signs at Wolf Creek Interpretive Site	\$2,907.51
Yukon Invasive Species Council Consultation, design and printing of brochures	<u>\$2,900.00</u>
Total	<b>\$22,328.51</b>

**2. Alpine Aviation – Appeal of Development Officer’s Order – For Information Only**

Gerd Mannsperger addressed the Committee on behalf of Alpine Aviation and explained that the company has provided floatplane charter services for the tourism industry at the same location on Schwatka Lake since 1997. He is now asking the City to authorize a long-term lease that includes permission for on-site winter storage of a temporary structure, and also asked Council to suspend the Bylaw Enforcement Order requiring him to remove temporary structure from the site.

Later in the meeting, in response to a request for clarification from a Committee member, administration explained that in previous years Alpine Aviation was allowed to maintain a modular office trailer on the site over the winter season despite the permit conditions that identified the trailer as a summer season temporary structure. At that time, enforcement of the permit conditions was not pursued while the Schwatka Lake

Area planning initiative was being completed, given the possibility that year-round occupancy of the site might be identified through the planning process.

The completed Schwatka Lake Area Plan does not support year-round occupancy of the site, and therefore the development and building permit conditions are now being enforced.

Administration further explained that the modular office trailer was removed from the site in June of this year and replaced by a sea-can structure without permits in place. A stop-work order was issued until the required permits were obtained, and the permits were subsequently issued with an expiry date of October 31, 2018. The structure has not been removed in accordance with the permits, and an Order was issued for the removal of the structure.



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	November 19, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Brittany Dixon, Manager of Financial Services Myles Dolphin, Acting Manager of Strategic Communications Kinden Kosick, Acting Senior Planner Norma Felker, Assistant City Clerk

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

### **1. 2020 Arctic Winter Games Staff Participation Policy**

It is anticipated that many City employees will volunteer to assist the 2020 Arctic Winter Games Host Society in many different capacities. The proposed 2020 Arctic Winter Games Staff Participation Policy establishes the rules for employees who participate as a volunteer or are assigned by the City to provide services to the Games as part of their employment. The policy also establishes the process for applying for volunteer participation.

The City’s support for this type of activity is discretionary. However, in order for the games to be successful it is expected that staff involvement will be required from the planning stages all the way through the execution stage to ensure that the City’s interests are protected.

Pre-Games participation can include participating in test events and other related pre-production activities. Post-Games or wrap up activities can include venue tear-downs, debriefings and reporting.

Many employees will be participating in Games activities and services during their regular working hours. The proposed policy clarifies that, when doing these activities, bargaining unit employees will not be considered to be on leave or working outside of their bargaining unit while doing Games-oriented work.

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

THAT the 2020 Arctic Winter Games Staff Participation Policy dated November 2018 be adopted as presented.

**2. Council Grant – Habitat for Humanity**

Habitat for Humanity is a not-for-profit organization that sells homes to low income families in need of affordable shelter. The homes are sold at no profit, financed with affordable, no-interest mortgages. In addition to mortgage payments, each homeowner invests a minimum of 500 hours of their own labour, known as “sweat equity”, into the building of their house. Habitat for Humanity paid the Development Cost Charges for four units constructed at 18 Bailey Place in Whistle Bend, and the organization is now requesting that Council provide a grant equal to the development cost charges paid.

Financial support for affordable housing projects is addressed through the Development Incentives Policy and the Development Cost Charges Bylaw. However, Habitat for Humanity does not qualify as an applicant according to the terms of either the policy or the bylaw. Council has the ability to provide a grant to Habitat for Humanity through resolution, funded from the council donation account. If approved, the grant will be included in the Umbrella Grant Bylaw at year-end.

Providing a grant to Habitat for Humanity is supported by the 2017 Strategic Plan focus on affordable housing and Council’s commitment to implementing the Yukon Housing Action Plan.

Pat Hogan spoke in support of the application on behalf of Habitat for Humanity and advised that the funds would be used for additional projects.

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

THAT a grant to Habitat for Humanity be approved in the amount of \$11,652.00 with respect to Development Cost Charges for 18 Bailey Place in Whistle Bend, funded from the council donation account.

**3. Third Quarter Capital Variance Report – For Information Only**

As part of the City’s third quarter variance reporting there is a requirement for managers to review their planned capital spending. Projects are proceeding as planned and some have been completed or are expected to be completed by the end of year.

Other projects will be carried forward into 2019 due to being multi-year projects or based on delivery occurring in 2019.

Based on submissions from managers, it is anticipated that there will be approximately \$30 million in projects carried over from 2018 to 2019, of which \$18.5 million is in relation to the Operations Building.

A Committee member expressed concern that this is the last time Council will see the 2018 capital budget. While recognizing that the City's current budget practices would not enable it, the Committee member expressed a preference for Council to have an opportunity to review the fourth quarter results before the year-end statements are prepared and the new capital budget is funded.

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

Operating budget projections submitted by department managers were reviewed by the Financial Services Department. The 2018 third quarter variance projection shows that total operating revenues will be over budget by \$591,881 and expenses will be over budget by \$150,828, indicating an operating surplus of \$441,053.

Overall department spending is controlled. Higher than anticipated revenues accompanied by staff vacancies has created a third quarter positive variance that is well within 1% of the City's total operating budget.

A Committee member expressed concerns about the operating budget process that mirrored the concerns brought forward with respect to the capital budget.





## Minutes of the meeting of the City Planning Committee

**Date** November 19, 2018

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Stephen Roddick – Chair  
Councillor Jan Stick – Vice Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Jocelyn Curteanu  
Councillor Laura Cabott

**Absent** Councillor Samson Hartland

**Staff Present**  
Linda Rapp, City Manager  
Lindsay Schneider, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Patrick Ross, Acting Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Mélodie Simard, Manager of Planning and Sustainability Services  
Myles Dolphin, Acting Manager of Strategic Communications  
Norma Felker, Assistant City Clerk  
Kinden Kosick, Acting Senior Planner

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

**1. Development Incentive Agreement – 35 Tarahne Way**

The City has received applications for two major development incentives from Da Daghay Development Corporation for the construction of 28 rental housing units over two phases at 35 Tarahne Way.

A major development incentive would grant a developer a ten-year economic development incentive to a maximum of \$500,000. Multiple major development incentives may be granted for separate phases of a project and are authorized through a development agreement with Council. Implementation is through a grant to the property owner after taxes have been paid in full.

Each phase of development at 35 Tarahne Way will be subject to a separate development agreement specifying the conditions of the development incentive approval.

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

THAT development incentive agreements be approved with respect to two 14-unit rental housing developments at 35 Tarahne Way.

**2. Zoning Amendment – 1 Roderick Place**

The owners of 1 Roderick Place in Hidden Valley have applied for a zoning amendment to provide for a lot expansion. The proposed expansion will allow for the development of a new septic field for the property. The proponent has also stated that the proposed lot expansion would allow for additional privacy, fire smarting and an additional setback from a well-used trail in the area. A site inspection by Environmental Health deemed that it was not feasible to locate a new septic field elsewhere on the existing lot due to setbacks from wells, accessory buildings, and site access. If the zoning amendment is approved the additional parcel will be consolidated with the existing lot.

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

THAT Bylaw 2018-55, a bylaw to amend the zoning of a parcel of vacant Commissioner's Land in Hidden Valley to allow for a lot expansion at 1 Roderick Place, be brought forward for consideration under the bylaw process.

**3. Zoning Amendment – Child Care Centre at Days Inn**

An application has been received for a zoning amendment to allow a child care centre in the Days Inn on 2<sup>nd</sup> Avenue. The property is currently zoned Service Commercial. The proponent proposes a fenced play area located immediately adjacent to the southern wall between the building and parking spaces. This area will be used mainly by children three and under, while older children will use other parks and playgrounds.

Access to the building would be provided through a right-in/right-out only entrance on 4<sup>th</sup> Avenue and an unrestricted access from 2<sup>nd</sup> Avenue. The proposed development would also have to conform to additional regulations set out by the Zoning Bylaw, National Fire and Building Codes, and the Yukon Government Department of Environmental Health.

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

THAT Bylaw 2018-57, a bylaw to amend the zoning at 2288 Second Avenue to allow a child care centre as a principal use, be brought forward for consideration under the bylaw process.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	November 19, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting 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

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



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	November 19, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Stephen Roddick
<b>Absent</b>	Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting 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

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

**1. Proclamation – For Information Only**

Mayor Curtis proclaimed November 25<sup>th</sup> to December 10<sup>th</sup> to be “**Orange Days**” in the City of Whitehorse to promote awareness of the United Nations Campaign of 16 Days of Activism Against Gender-Based Violence.

**2. Ride for Dad – For Information Only**

Sean Secord addressed the Committee to provide a brief update on the Ride for Dad campaign in Whitehorse. He thanked the City for the ongoing support provided to the Ride for Dad program, and presented a plaque to Mayor and Council in recognition of the City’s support.

There being no further business, the meeting adjourned at 7:30 p.m.

**Adopted** at the regular council meeting on November 26, 2018

*ORIGINAL MINUTES SIGNED BY:*

*"Dan Curtis"*

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Dan Curtis, Mayor

*"N. L. Felker"*

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Norma L. Felker, Assistant City Clerk