

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, January 21, 2019 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

## **DELEGATES**

Friends of McIntyre Creek – Permanent Land Protection  
Status for McIntyre Creek Urban Park

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Public Input Report – 2019 Operating and Maintenance Budget
2. Contract Award – Employee Assistance Program
3. Summary of Properties Subject to Tax Lien
4. Appoint Additional Council Member to Association of Yukon Communities Board
5. New Business

## **CITY PLANNING COMMITTEE**

1. Zoning Amendment – Administrative Edits
2. Renew Subdivision Approval – Phase 4 Whistle Bend
3. New Business

## **CITY OPERATIONS COMMITTEE**

1. Contract Award – Consultant Services – Compost Facility Expansion
2. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. New Business

**CITY OF WHITEHORSE  
PUBLIC HEALTH AND SAFETY COMMITTEE**

Date: Monday, January 21, 2019

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Stephen Roddick



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**Pages**

**1. New Business**

**CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, January 21, 2019

Location: Council Chambers, City Hall

Chair: Laura Cabott      Vice-Chair: Dan Boyd



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**Pages**

**1. New Business**

**CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, January 21, 2019

Location: Council Chambers, City Hall

Chair: Samson Hartland      Vice Chair: Laura Cabott



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5. New Business	

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 21, 2019
<b>RE:</b> Public Input Report – 2019 to 2021 Operating Budget

### **ISSUE**

Report on public feedback on the Operating Budget bylaw.

### **HISTORY**

Following presentation of the Operating Budget on December 10, 2018 the proposed budget was posted on the City's website and an email address was available for public input. Advertisements requesting public feedback identified the regular council meeting on January 14, 2019 for a public input session.

### **ALTERNATIVES**

1. Bring the bylaw forward for 2<sup>nd</sup> and 3<sup>rd</sup> reading under the bylaw process
2. Refer the bylaw back to Administration

### **ANALYSIS**

There were no presentations from delegates at the public input session, however two emails were received from residents with multiple comments and suggestions and a letter of support was received from the Whitehorse Chamber of Commerce. Only those comments pertaining to the operating budget are summarized and included in this report as follows:

- Expand re-use opportunities at the Waste Management Facility
- Abandon the current Official Community Plan (OCP) review
- Increase trail patrol and bylaw enforcement in the Wolf Creek area
- Increase snow and ice removal on paved trail surfaces to improve winter accessibility

In response to the re-use suggestion, the City follows North American municipal best practices which do not allow re-use stores or scavenging at the waste management facility due to the related liability issues. Further, public safety at the re-use store can not be maintained without significantly increasing staffing levels. The City remains focussed on encouraging users of the waste management facility to maximize diversion before waste comes to the facility instead of after.

The current OCP was adopted in 2010 and the City is required to develop a new OCP within a reasonable timeframe (e.g. every 8-10 years). The 2010 OCP is proving to be increasingly out-of-date and needs to be updated to reflect new growth projections, trends, best practices, and community priorities. The new OCP is an important priority as it provides overall direction for other City policies, plans, and regulations.

The proposed operating budget continues to allocate funds to a trail enforcement position in the Bylaw department. The department operates on a complaint basis. The recommendation for increased patrols has been forwarded to the department for consideration when developing work plans and any future budgets or suggesting policy changes.

Winter trail clearing is done on some paved trails around the City including the Millennium Trail, Waterfront Trail and sections of a few others. The Snow and Ice Control Policy will be coming forward to council later this year for review, giving council the opportunity to review the service levels on all streets and trails.

Support was also received from the two submissions for continuing the existing levels of service for winter road maintenance and Canada Games Centre programming as well as from the Chamber of Commerce who commended Council for minimizing increases to taxes and fees in the proposed 2019 operating budget while maintaining the service standards our community expects.

### **ADMINISTRATIVE RECOMMENDATION**

That Council direct that Bylaw 2018-59, a bylaw to adopt the 2019 Operating and Maintenance Budget and the 2020 and 2021 Provisional Budgets, be brought forward for second and third reading under the bylaw process; and

THAT the associated 2019 tax levy bylaw and fees and charges amendment bylaw be brought forward for second and third reading under the bylaw process.

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 21, 2019
<b>RE:</b> Contract Award – Request for Proposals for Employee Assistance Program

### **ISSUE**

Contract award for EAP (Employee Assistance Program)

### **REFERENCE**

RFP 2018-0082 EAP  
Council Policy: Purchasing and Sales

### **HISTORY**

A request for proposals (RFP) for employee support services as part of the City's Employee Assistance Program was released on September 11th and closed on October 12, 2018. The RFP was advertised on the City's website and in local newspapers. The RFP documents were made available via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca)

The City received two compliant proposals from the following businesses:

- Barbara Nimco & Associates
- Homewood Health Services

The proposals were reviewed by an internal evaluation team comprised of personnel from Human Resources. The evaluation team followed the Council Policy on Purchasing and Sales.

### **ALTERNATIVES**

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis

### **ANALYSIS**

The proposals were evaluated in accordance with the following criteria, published in the RFP:

1. Company Experience
2. Services Provided
3. Program Management
4. Annual Fixed Fee

The analysis of proposals is a two-step process where all proposals are first evaluated on the first three technical criteria. Once the technical scores have been determined, the pricing files opened and points were awarded as outlined in the RFP. The RFP also

stated that preference would be given to service providers who are able to offer face-to-face counseling in the downtown area of the Whitehorse core.

The highest scoring proposal was submitted by Homewood Health Inc. Homewood Health Inc., while based out of Guelph, ON with business offices across Canada including Vancouver has confirmed that they have six counsellors available in downtown Whitehorse.

The fees received (inclusive of travel, disbursements, not including GST) are as follows:

Homewood Health Inc.:

2018: \$52,000.00

2019: \$52,000.00

2020: \$52,000.00

(No increase over the 3-year contract period)

The City's operating budget contains sufficient funds for this contract, which represents the best value for the City.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the Employee Assistance Program project to Homewood Health Inc. for a net cost to the City of \$52,000 per year for a total of \$156,000.00 for the three-year contract period.



## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Corporate Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	January 21, 2019
<b>RE:</b>	Summary of Properties Subject to Tax Lien

### **ISSUE**

Approval of the tax lien summary list for the 2018 tax year

### **REFERENCE**

Section 83 of the *Assessment and Taxation Act*

### **HISTORY**

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. This list addresses tax arrears on titled properties only. Arrears on mobile homes, which are not titled properties, are managed through a separate distress process as outlined in the *Act*.

This list requires the approval of Council before being published in a newspaper having general circulation in the municipality. The list is updated until publishing time to avoid having citizens listed who have recently paid.

### **ANALYSIS**

After the tax due date of July 2nd, each property with a tax balance owing is levied a 10% late payment penalty. Letters are sent to the property owners twice between July and November, and a third time in December if payment is not received prior to the tax lien list being prepared for Council.

Each property on this list will be levied an administration fee and will be subject to further collection procedures if the account is not paid within 60 days. Those steps include initial application for title to the property after 12 months and final application for title to the Mediation Board after a further six months. If the taxes remain outstanding, the title to the property is transferred to the City and, assuming the City has no use for the property, it is disposed of at fair market value with any surplus returned to the previous owner.

At the time of preparation the 2018 list included 55 properties with a total outstanding tax, penalty and interest balance of \$176,370.99. In comparison, the 2017 list included 79 properties with a total of \$180,685.78 outstanding.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that the City Seal be affixed to the 2018 Tax Lien Summary List to authenticate the list.

Roll #	Title Holder	Location	Certificate of Title	Legal Description			Tax	Penalty	Interest	Balance
				LOT	BLK	PLAN				
3010071800	MACBRIDE MUSEUM SOCIETY	YT	2011Y0178	18	7	2006-0127	58,500.06	5,850.01	482.64	64,832.71
3010101100	535629 YUKON INC	YT	2015Y0557	11	10	3807	1,000.73	100.07	8.28	1,109.08
3010161009	GRANT, FABIAN MCKENZIE	YT	CC161-094	UNIT 9			868.11	86.81	7.14	962.06
3010601000	TORIGAI, KAORI	YT	2010Y0914	10	60	18415	1,792.49	179.25	14.76	1,986.50
3010911100	ZUBAIDAH TALLAB FOUNDATION /YUKON MUSLIM SOCIETY INC	YT	2017Y0956	11 & 12	91	30210	3,971.81	397.18	32.76	4,401.75
3011420500	LAU, CHI TUNG	YT	2018Y0964	5	142	20077	449.22	170.92	7.39	627.53
3020219015	ISRAEL, IKOKETSENG/ISRAEL, KEITUMETSE	YT	CC219-106	UNIT 15			1,010.79	101.08	8.34	1,120.21
3022011800	ELLERT, KEITH/ELLERT, DALE O	YT	2008Y1367	18	201	21312	1,629.76	116.62	13.42	1,759.80
3022030300	WHITEHOUSE, JENNY IRENE	YT	2004Y0780	3	203	21312	2,978.34	169.66	26.84	3,174.84
3022030600	HUGGARD, MAUREEN VERONICA/HUGGARD, ERIC JAN	YT	2010Y0637	6	203	21312	1,365.14		10.42	1,375.56
3022030700	CHRISTIANSOON, SUSAN DARLENE	YT	2007Y1437	7	203	21312	1,685.72	168.57	13.92	1,868.21
3022050700	NIELSEN, HATTIE LOUISE	YT	85Y629	7	205	24797	2,830.83	283.08	23.34	3,137.25
3022062900	HUMPHREY, ADAM WAYNE/HUMPHREY, SHARON LYNN	YT	2015Y0600	29 & 30	206	24797	515.96	301.60	21.80	839.36
3022102400	CAMPBELL, ALLAN MURRAY	YT	2017Y1011	24	210	32574	1,968.73	196.87	16.26	2,181.86
3022112800	ORGAN, ZOLTON/ORGAN, JOANNE LOIS	YT	2001Y0660	28	211	26173	2,989.37	170.76	27.20	3,187.33
3022241400	PESCHKE, MARK	YT	2010Y0162	14	224	32574	2,465.78	45.38	23.88	2,535.04
3022281300	POTVIN, JENNIFER/POTVIN, DANIEL S	YT	2015Y0792	13	228	32574	2,912.91	233.52	25.02	3,171.45
3022564600	HUMPHREY, ADAM WAYNE/HUMPHREY, SHARON LYNN	YT	2012Y1143	46	256	43515	1,294.87	129.49	10.68	1,435.04
3022565100	SHIMOON, CRYSTAL ARMEN	YT	2017Y0305	51	256	43515	1,322.63	132.26	10.92	1,465.81
3022810600	BEST, SHOPHIE/MCDONALD, EWAN	YT	2017Y0666	6	281	48405	2,278.64	227.86	18.78	2,525.28
3040003300	HAMPTON, CRAIG ORLIN	YT	2003Y1024	33	303	93-03	3,647.85	236.85	32.36	3,917.06
3050004600	HUNTER, TYLER NEIL	YT	2015Y0570	46		94-26	947.37	36.94	8.82	993.13
3050020100	CARLICK, ALLAN	YT	2015Y1127	201		92-114	1,277.18	127.72	11.46	1,416.36
3060080120	HADLEY, CLAYTON/GRIFFIS, ASHLEY	YT	2007Y0516	1-2	8	2002-0202	1,884.08	210.23	25.18	2,119.49
3060114100	MCKENNA, SHANNON GAY	YT	2010Y0964	41	11	53422	398.62	119.88	5.60	524.10
3070000301	BENDER, JENNIFER L	YT	CC132-055	UNIT 301			572.45	57.25	4.74	634.44
3070007900	HORSNELL, COLIN PETER	YT	2005Y0366	79		30131	2,951.63	166.99	26.60	3,145.22
3070010820	CUTHBERTSON, LISA MARIE	YT	CC160-005	UNIT 22			286.49	42.65	1.28	330.42
3070011200	SCHIFFKORN, CARSON S/NOVECOSKY, DONNA M	YT	2012Y0415	112		30131	1,712.52	171.25	14.10	1,897.87
3090019410	PIERCE, JONI CHRISTINA	YT	CC20-008	UNIT A			671.35	5.90	6.24	683.49
3090029300	SAMS, DANIEL/SAMS, CORINNA	YT	2018Y0351	293		54813	2,839.51	283.95	23.40	3,146.86
3100012800	CANT, TIMOTHY JAMES/JIM, MARY JANE	YT	95Y154	128A		43454	1,871.06	186.93	35.42	2,093.41
3100027000	FAULDS, MONA MARIE/GRAHAM, JACQUELINE/ROCHE, CARLY E/WONDGA, KEVIN ROBERT	YT	2012Y0303	270		24796	4,766.53	275.08	42.84	5,084.45
3100055900	TIPPING, JULIE ANNE	YT	2012Y0887	559		32022	1,287.15	128.72	10.62	1,426.49
3100063300	TURNER, SAUL	YT	2014Y0382	633		32022	1,879.11	187.91	15.48	2,082.50
3100143100	ANDREWS, REGINALD/TUTON, ALICIA	YT	2017Y0007	1431		57388	2,585.24	258.52	21.30	2,865.06
3100162300	CARLETON, MICHELLE L/CAVANAGH, CATHERINE ANNE	YT	2008Y0396	1623		2005-0133	2,900.68	221.87	25.12	3,147.67
3100173040	STONE, MARK REX	YT	CC173-137	UNIT 40			1,955.76	195.58	16.14	2,167.48
3113001200	DEMPESEY, CRAIG	YT	2012Y0751	12		95-17	2,751.71	203.62	24.45	2,979.78
3113005600	LORETTA FRASER, EXECUTOR ESTATE OF PAMELA J FRASER, DECEASED	YT	2017Y0206	56		95-17	346.26	111.68	4.72	462.66
3130013400	ALDRICH, SEHLETT DAWN/ALDRICH, JOHN VICTOR	YT	2002Y0206	134		95-47	1,967.48	242.22	18.00	2,227.70
3130016600	COLLINS, ROBERT NORMAN	YT	2011Y0555	166A		2005-0123	3,221.56	229.76	28.18	3,479.50
3130021602	LAKSHMANAN, LAKSHMANAN	YT	CC216-004	UNIT 22			219.93			219.93
3140002700	LEVENDALE, EARL DESMOND	YT	2015Y0079	27		2010-0115	2,512.77	251.28	20.76	2,784.81
3140011700	ZUNIGA, ROSA/NUNEZ, AUGUSTO	YT	2013Y1057	117		2010-0115	2,843.37	284.34	23.46	3,151.17
3160080500	MCKEOWN, SID/JONASSON, LAURIE	YT	2013Y0639	5	8	22926	558.56	55.85	4.62	619.03
3160080700	HEYNEN, MARGAARET/HEYNEN, PAUL	YT	2014Y1163	7	8	22926	1,419.53	141.95	11.70	1,573.18
3410001400	STEVENS, CHRISTOPHER/BEAZLEY, MISTY	YT	2017Y0156	14		24974	4,310.74	431.07	35.58	4,777.39
3420001000	BEAMISH, S. BRUCE/MOOR, JANICE	YT	93Y868	10		48280	450.00	45.00	3.72	498.72
3460001200	AQUA TECH SUPPLIES & SERVICES LTD	YT	87Y1523	12, 19		29877	334.18	34.18	10.92	345.10
3480001700	WHITE, JOEL ROBERT	YT	2013Y0105	17		75557	3,229.40	322.94	26.64	3,578.98
3560006700	MAGNUSON, CORY ADAM/IMBEAU, JENNIFER	YT	2014Y0049	67		2008-0093	3,725.41	372.54	30.72	4,128.67
3571000700	FORTIER, LEANNE/ FORTIER, JAMES	YT	2017Y0697	7		2010-0077	1,140.61	114.06	9.42	1,264.09
3803230000	BOSS, GERALD ERNEST	YT	2005Y0687	323		22260	1,747.68	174.77	14.40	1,936.85
3803585300	NORTHERN SUSTAINABLE DEVELOPMENT	YT	2018Y0012	358-3		24878	876.36	87.64	7.26	971.26
							159,587.84	15,378.11	1,405.04	176,370.99

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 21, 2019
<b>RE:</b> Council Member Appointment to AYC

### **ISSUE**

Appoint an additional member of Council to the Association of Yukon Communities

### **REFERENCE**

Council Procedures Bylaw 2016-14

### **HISTORY**

In October 2018 Councillors Curteanu and Stick were appointed to represent Council with the Association of Yukon Communities. Councillor Curteanu was subsequently named as a Director at Large for the Association, and the City was informed that an additional representative should be appointed.

In accordance with the provisions of the Procedures Bylaw, all appointments are required to be made by resolution of Council.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Stephen Roddick be appointed to represent Council with the Association of Yukon Communities for a term to expire October 31, 2019.

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, January 21, 2019

Location: Council Chambers, City Hall

Chair: Stephen Roddick                      Vice-Chair: Jan Stick



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2. <b>Renew Subdivision Approval - Phase 4 Whistle Bend</b>	17 - 21
3. <b>New Business</b>	

File #: Z-02-2019

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 21, 2019
<b>RE:</b> Zoning Bylaw Amendment – Administrative Edits

### **ISSUE**

Miscellaneous administrative amendments to Zoning Bylaw 2012-20

### **REFERENCE**

- Zoning Bylaw 2012-20
- *Municipal Act*
- Official Community Plan (2010)
- Bylaw 2019-07

### **HISTORY**

Proposed Bylaw 2019-07 contains a number of minor administrative amendments to the Zoning Bylaw to clarify interpretation and otherwise implement minor changes. Most of these changes have arisen from day-to-day use of the bylaw. Administrative edits to the Zoning Bylaw are typically brought forward on a periodic basis. The last general amendments to the Zoning Bylaw were adopted in April 2018.

### **ALTERNATIVES**

1. Proceed with the amendments as presented under the bylaw process.
2. Refer the bylaw back to Administration for further review.

### **ANALYSIS**

Bylaw 2019-07 proposes amendments to numerous sections including:

- definitions
- general development regulations
- specific use regulations
- parking and loading
- signage
- specific zones
- enforcement
- zoning maps

### **Definitions**

- Add a new definition for 'internal sidewalk'.
- Clarify definitions of 'lot area', 'lot line', and 'outdoor storage'.

### General Development Regulations

- Clarify when accessory buildings require a development permit.
- Specify that landscape planting species must be perennials.
- Specify landscape requirements for triplex and townhouse developments on separate fee simple lots.
- Specify that outdoor storage may not occur in an exterior side yard.

### Specific Use Regulations

- Multiple family developments are only permitted to access from a lane. Allow an exemption to permit lot access from the front of a multiple family lot where there are numerous buildings serviced by an internal road network. This will allow additional access options for higher density development as well as fire access to the site.
- Clarify rules around outdoor storage related to home-based businesses.

### Parking Regulations

- Change number of required of parking spaces for religious assemblies to be based on occupancy of ceremonial room rather than seating. Not all religious assemblies use seating.
- In some cases, condominium subdivision designates parking spaces as exclusive use for a specific unit. The edit would clarify where required parking spaces may not be designated for 'exclusive use' on a subdivision plan. This ensures that parking provided for shared uses in the bylaw remains available.

### Signage

- Amend height and placement regulations for sandwich board signs to align with Transportation Association of Canada (TAC) guidelines.
- Eliminate the requirement for political candidates to register with Bylaw Services. If there is an issue with signs, candidates can be contacted directly.

### Uses in Specific Zones

- Clarify setbacks in the RCS3 – Comprehensive Residential Single Family 3 zone.
- Increase maximum lot coverage for townhouse lots with zero side yard setbacks on both sides (middle units). Middle units are typically on smaller lots as they do not have to accommodate side yard setbacks. This change increases the ability to develop accessory buildings such as garages.
- Clarify minimum lot sizes for parcels in CH – Highway Commercial and IS – Service Industrial zones that are not connected to municipal servicing.

### Enforcement

- Add 'fail to comply with Zoning Bylaw regulations' and 'fail to comply with Order' as ticketable offences.

Mapping Amendments

- Amend the zoning of a potential school site in Whistle Bend from FP–Future Planning to PS–Public Service. This site was mistakenly zoned as FP in a previous amending bylaw. This is consistent with the Whistle Bend concept plan.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	January 21, 2019
First Reading:	January 28
Public Hearing:	February 25
Report to Committee:	March 18
Second and Third Reading:	March 25

**ADMINISTRATIVE RECOMMENDATION**

THAT Bylaw 2019-07, a bylaw to amend the Zoning Bylaw with respect to a number of administrative edits, be brought forward for consideration under the bylaw process.

# CITY OF WHITEHORSE

## BYLAW 2019-07

A bylaw to amend Zoning Bylaw 2012-20

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WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended with respect to a number of administrative edits;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Section 2 of Zoning Bylaw 2012-20 is hereby amended by adding a new definition for “internal sidewalk” as follows:

“INTERNAL SIDEWALK” means an appropriately surfaced access route from the street and/or parking area that leads to the entrance(s) of residential dwellings.”

2. Section 2 of Zoning Bylaw 2012-20 is hereby amended by deleting the existing definitions for “lot area”, “lot line” and “outside storage”, and substituting therefore new definitions as follows:

“LOT AREA” means the total horizontal area within the lot lines of a lot. For panhandle lots, the lot area does not include the narrow driveway strip portion of the lot.

“LOT LINE” means the legally defined limit of any lot (also referred to as “property line” in this bylaw).

“OUTDOOR STORAGE” means the ancillary use of land for storage of equipment, goods, and materials in the open air.”

3. Section 5 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 5.1.1 and substituting therefore a new subsection 5.1.1 as follows:

“5.1.1 Accessory buildings or structures in residential zones are permitted without a development permit. Accessory buildings or structures in all other zones require a development permit.”

4. Section 5 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 5.5.2.8 and substituting therefore a new subsection 5.5.2.8 as follows:

“5.5.2.8 New landscape plantings shall consist of perennial herbaceous and/or woody plant species known to be hardy in the Whitehorse area. Where possible, to provide winter interest, evergreen shrubs and trees and/or deciduous shrubs and trees that have interesting bark, fruit, or form shall be used.



# Zoning Amendment Bylaw 2019-07

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A list of recommended woody plant species is provided in Recommended Woody Plant Species for Whitehorse, which is available from Land and Building Services and the Parks and Trails Departments. The minimum size of deciduous trees is 60 mm calliper. The minimum size of coniferous trees is 1.75 m height as measured from ground level. The minimum size of shrubs is #2 pot (2 gallon) or 1.0 m height balled-and-burlapped as measured from ground level.

The ground of the landscape area must be covered with a landscape material, such as, but not limited to, turf-seeded, turf-sodded, weed barrier fabric, mulch, decorative pavers, washed gravel, shale or similar treatments and/or flower beds. A Development Officer may require a combination of different landscape ground cover treatments for the purpose of increasing the diversity and appeal of the landscape area. In no instances shall non-organic material be used as the sole landscape ground cover on a site. In the case where gravel, shale, mulch, or a similar loose material is used for landscaping, suitable containment must be implemented to the satisfaction of the Development Officer, to ensure that the material is maintained on private property and does not migrate on to public streets, sidewalks, etc.

Driveways, walkways, parking spaces and utility services boxes may interrupt a landscape planting area. These interruptions will not reduce the area used in calculating landscaping planting areas. Where the calculation of the total number of trees or shrubs required results in a fractional number, the total number of trees and shrubs required shall be the next highest whole number. Landscape plantings shall not obstruct sightlines within a sight triangle. Specific regulations by zone class are included in section 5.5.3.”

5. Section 5 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 5.5.3.1 a), b), e) and g) and substituting therefore new subsections 5.5.3.1 a), b), e) and g) as follows:

“5.5.3.1 a) All single detached, duplex, triplex and townhouse housing, where each dwelling is on a separate fee simple lot, shall have internal sidewalks and complete landscaping in the front yard to a minimum grass or xeriscape standard with at least one tree and three shrubs which must be installed within two years of issuance of the first occupancy approval. Where houses do not have lane access, a hard-surfaced driveway is also required. Where a lot fronts on two streets, the landscaping standard shall apply to both frontages. Landscaping will be completed in accordance with section 5.5.3 of this bylaw.

# Zoning Amendment Bylaw 2019-07

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- b) All multiple housing developments shall have internal sidewalks and complete landscaping of the front yard, to be installed within two years of the issuance of the first occupancy approval. Where a lot fronts on two streets, the landscaping standard shall apply to both frontages. Landscaping will be completed in accordance with section 5.5.3 of this bylaw.
  - e) Landscape plantings are required for new developments in all residential zones. Except as required by 5.5.3.1 a), the required landscape planting area in square metres is calculated based on 3.0 m x total public road frontage of the property in metres. There will be one tree planted per 25 m<sup>2</sup> landscape planting area or one shrub planted per 15 m<sup>2</sup> landscape planting area, or any combination thereof to meet the standards. Additional requirements in the RD, RM, RP, RCM, RCM2, and RCM3 zones are a minimum 2.0 m wide landscape planting area.
  - g) All compost, recycling, and refuse bins in the zones permitting multiple housing shall be screened from view. Compost, recycling, and refuse bins shall also be screened for multiple housing developments in the RD zone. Screening for compost, recycling, and refuse bins in other residential zones is not required where an individual building houses less than four dwelling units. Storage of compost, recycling, and refuse bins is not permitted within the front or exterior side yard setbacks of any zone.”
6. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.4.1 a) and substituting therefore a new subsection 6.4.1 a) as follows:
- “6.4.1 a) Where a residential development abuts a lane, there shall be no vehicular access permitted from the front of the lot and no parking or vehicle storage in the front yard. In the case of multiple housing developments with three or more buildings that are accessed by an internal road network, access may be permitted from the front or side of the lot at the discretion of the Development Officer and the City Engineer.”
7. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.8.1 b) and substituting therefore a new subsection 6.8.1 b) as follows:
- “6.8.1 b) no exterior storage or operation of the home-based business shall be permitted unless otherwise specified in this bylaw.”
8. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.8.3 and substituting therefore a new subsection 6.8.3 as follows:
- “6.8.3 Not more than one commercial vehicle shall be used in conjunction with the home-based business unless otherwise specified in this bylaw. Such vehicle shall have a gross vehicle weight rating of no

# Zoning Amendment Bylaw 2019-07

---

more than 7,257 kg and shall be parked or maintained on the site of a home-based business.”

9. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting subsection 6.9.1 i) and substituting therefore a new subsection 6.9.1 i) as follows:

“6.9.1 i) notwithstanding section 6.8.1 b), minimal exterior storage is permitted for major home-based businesses in Country Residential zones, provided the materials being stored are screened from view, meet all setback requirements, and are limited to the interior side or rear yard.”

10. Section 7 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 7.3.5 and substituting therefore a new subsection 7.3.5 as follows:

“7.3.5 Parking spaces required for visitor use must be marked and maintained for this use and readily accessible to the entrance of the building served. Required visitor parking spaces shall not be allocated exclusively or specified as ‘exclusive use’ in subsequent subdivision or condominium applications.

11. Section 7 of Zoning Bylaw 2012-20 is hereby amended by deleting the existing “religious assemblies” row in Table 7.3.6 e) and substituting therefore a new row as follows:

Religious Assemblies	1	10 persons permitted in ceremonial room under occupancy	N/A	N/A	1
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12. Section 7 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 7.3.7 h) and substituting therefore a new subsection 7.3.7 h) as follows:

“7.3.7 h) a Development Officer may approve a 25% reduction in the minimum required off-street parking requirements for mixed-use developments in the CC, CM1, CM2, and CMW zones that have over 50% of their gross floor area dedicated to residential uses. Where a reduction in parking is applied, spaces may not be allocated exclusively or specified as ‘exclusive use’ in subsequent subdivision or condominium applications.”

13. Section 8 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 8.5.5 a) and renumbering the remaining subsections accordingly.

14. Section 8 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 8.5.15 a) and substituting therefore a new subsection 8.5.15 a) as follows:

“8.5.15 a) the sign shall not be wider than 0.76 m or more than 0.9 m in height.”

## Zoning Amendment Bylaw 2019-07

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15. Section 8 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 8.5.18 c) and substituting therefore a new subsection 8.5.18 c) as follows:
- “8.5.18 c) only two sandwich board signs in total will be permitted to be placed on any street corner. Permits will be issued on a first come, first served basis.”
16. Section 9 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 9.8.5 f), g, and h) and substituting therefore new subsections 9.8.5 f), g) and h) as follows:
- “9.8.5 f) the minimum front yard setback is 4.0 m and the maximum front yard setback is 8.0 m.
- g) the minimum side yard setback is 1.5 m except in the case of a side-by-side duplex on separate adjacent lots, where one side yard setback may be reduced to zero.
- h) the minimum corner lot setback is 4.0 m from each street, 8.0 m maximum from one street, and 1.5 m from all other sides.”
17. Section 9 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 9.9.5 c) and substituting therefore a new subsection 9.9.5 c) as follows:
- “9.9.5 c) the maximum site coverage for lots with one side yard setback of 1.5 m is 45%. The maximum site coverage for lots with two side yard setbacks of 0.0 m is 55%.”
18. Section 10 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 10.3.5 b) and c) and substituting therefore new subsections 10.3.5 b) and c) as follows:
- “10.3.5 b) The minimum lot area is 875 m<sup>2</sup> where the parcel is connected to municipal water and sewer services.
- c) The minimum lot area is 0.5 ha where the parcel is not connected to municipal water and sewer services.”
19. Section 11 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 11.2.2 g) and substituting therefore a new subsection 11.2.2 g) as follows:
- “11.2.2 g) outdoor storage”
20. Section 11 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 11.4.2 q) and substituting therefore a new subsection 11.4.2 q) as follows:
- “11.4.2 q) outdoor storage”
21. Section 11 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 11.4.5 b) and c) and substituting therefore new subsections 11.4.5 b) and c) as follows:

# Zoning Amendment Bylaw 2019-07

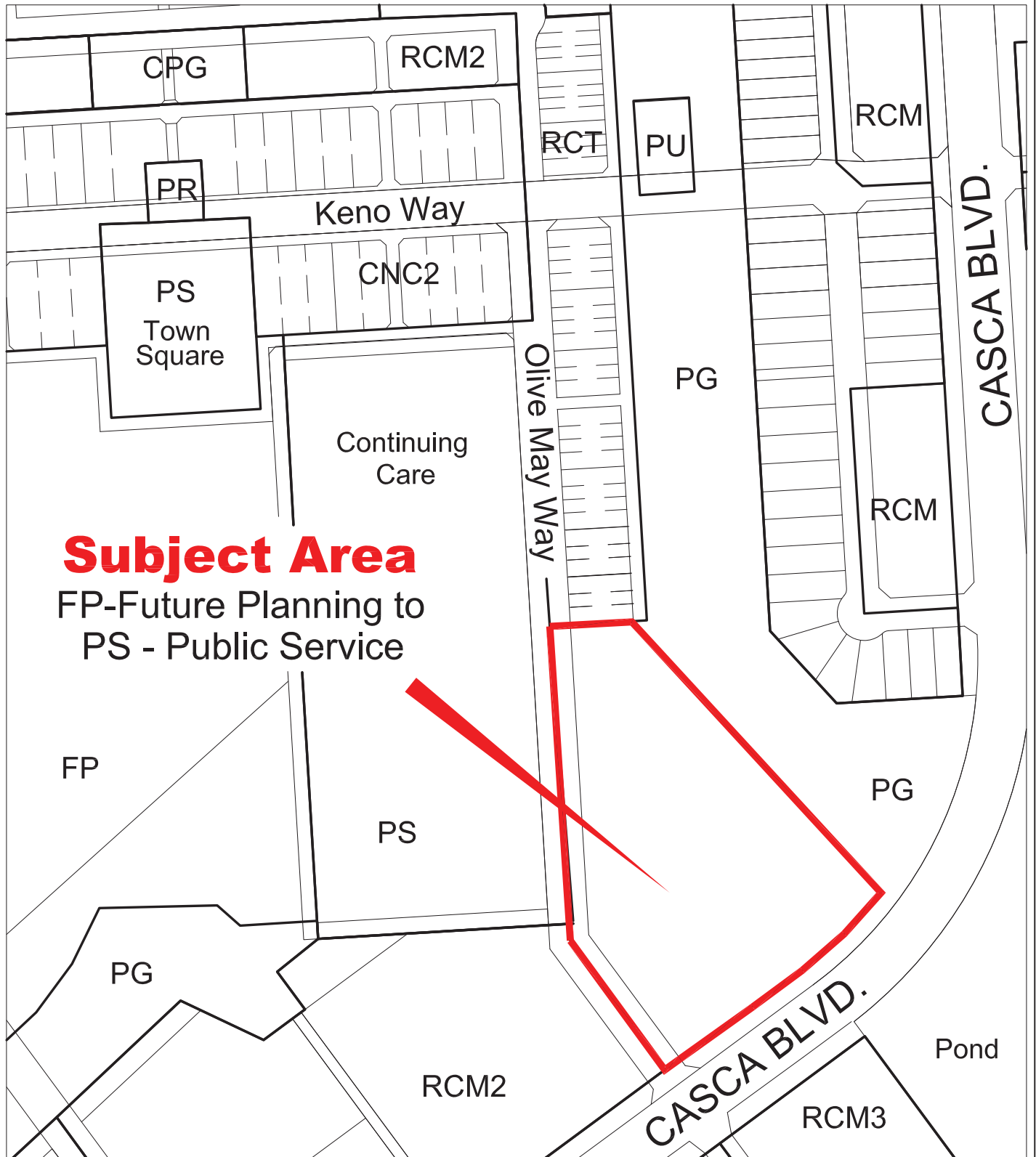
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- “11.4.5      b)      The minimum lot area is 0.2 ha where the parcel is connected to municipal water and sewer services.
- c)      The minimum lot area is 0.5 ha where the parcel is not connected to municipal water and sewer services.”
22.      Section 14 of Zoning Bylaw 2012-20 is hereby amended by adding four new fines to the schedule of fines as follows:
- |  |           |
|--|-----------|
| “Fail to comply with Zoning Bylaw regulations  | \$250.00  |
| Fail to comply with Zoning Bylaw regulations (2 <sup>nd</sup> or subsequent offence) | \$500.00  |
| Fail to comply with an <i>Order</i>  | \$250.00  |
| Fail to comply with an <i>Order</i> (2 <sup>nd</sup> or subsequent offence)          | \$500.00” |
23.      The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 333, Plan 2015-0011 LTO, located at 33 Olive May Way in Whistle Bend from FP-Future Planning to PS-Public Service, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
24.      This bylaw shall come into full force and effect upon final passage thereof.

**FIRST READING:**  
**PUBLIC NOTICE:**  
**PUBLIC HEARING:**  
**SECOND READING:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**Subject Area**

FP-Future Planning to  
PS - Public Service

**Bylaw 2019-07**

A bylaw to make numerous administrative edits to the Zoning Bylaw, including amending the zoning of the subject lot from FP to PS.

**LEGEND**

 SUBJECT AREA

# CITY OF WHITEHORSE

## BYLAW 2019-07

A bylaw to amend Zoning Bylaw 2012-20

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WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended with respect to a number of administrative edits;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Section 2 of Zoning Bylaw 2012-20 is hereby amended by adding a new definition for “internal sidewalk” as follows:

“INTERNAL SIDEWALK” means an appropriately surfaced access route from the street and/or parking area that leads to the entrance(s) of residential dwellings.”

2. Section 2 of Zoning Bylaw 2012-20 is hereby amended by deleting the existing definitions for “lot area”, “lot line” and “outside storage”, and substituting therefore new definitions as follows:

“LOT AREA” means the total horizontal area within the lot lines of a lot. For panhandle lots, the lot area does not include the narrow driveway strip portion of the lot.

“LOT LINE” means the legally defined limit of any lot (also referred to as “property line” in this bylaw).

”-OUTSIDE OUTDOOR” means the ancillary use of land for storage of equipment, goods, and materials in the open air.”

3. Section 5 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 5.1.1 and substituting therefore a new subsection 5.1.1 as follows:

“5.1.1 Accessory buildings or structures in residential zones are permitted without a development permit, where a permit has been issued for a principal use. Accessory buildings or structures in all other zones require a development permit.”

4. Section 5 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 5.5.2.8 and substituting therefore a new subsection 5.5.2.8 as follows:

“5.5.2.8 New landscape plantings shall consist of perennial herbaceous and/or woody plant species known to be hardy in the Whitehorse area. Where possible, to provide winter interest, evergreen shrubs and trees and/or deciduous shrubs and trees that have interesting bark, fruit, or form shall be used.

# Zoning Amendment Bylaw 2019-07

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A list of recommended woody plant species is provided in Recommended Woody Plant Species for Whitehorse, which is available from Land and Building Services and the Parks and Trails Departments. The minimum size of deciduous trees is 60 mm calliper. The minimum size of coniferous trees is 1.75 m height as measured from ground level. The minimum size of shrubs is #2 pot (2 gallon) or 1.0 m height balled-and-burlapped as measured from ground level.

The ground of the landscape area must be covered with a landscape material, such as, but not limited to, turf-seeded, turf-sodded, weed barrier fabric, mulch, decorative pavers, washed gravel, shale or similar treatments and/or flower beds. A Development Officer may require a combination of different landscape ground cover treatments for the purpose of increasing the diversity and appeal of the landscape area. In no instances shall non-organic material be used as the sole landscape ground cover on a site. In the case where gravel, shale, mulch, or a similar loose material is used for landscaping, suitable containment must be implemented to the satisfaction of the Development Officer, to ensure that the material is maintained on private property and does not migrate on to public streets, sidewalks, etc.

Driveways, walkways, parking spaces and utility services boxes may interrupt a landscape planting area. These interruptions will not reduce the area used in calculating landscaping planting areas. Where the calculation of the total number of trees or shrubs required results in a fractional number, the total number of trees and shrubs required shall be the next highest whole number. Landscape plantings shall not obstruct sightlines within a sight triangle. Specific regulations by zone class are included in section 5.5.3.”

5. Section 5 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 5.5.3.1 a), b), e) and g) and substituting therefore new subsections 5.5.3.1 a), b), e) and g) as follows:

“5.5.3.1 a) All single detached, duplex, triplex, and townhouse housing, where each dwelling is on a separate fee simple lot, shall have internal sidewalks and complete landscaping in the front yard to a minimum grass or xeriscape standard with at least one tree and three shrubs which must be installed within two years of ~~the~~ issuance of the first occupancy ~~permit approval~~. Where houses do not have lane access, a hard-surfaced driveway is also required. Where a lot fronts on two streets, the landscaping standard shall apply to both frontages. Landscaping will be completed in accordance with section 5.5.3 of this bylaw.”



# Zoning Amendment Bylaw 2019-07

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- b) All multiple ~~family, townhouse and cottage cluster housing~~ developments shall have internal sidewalks and complete landscaping of the front yard, to be installed within two years of ~~the~~ issuance of the first occupancy permit approval. Where a lot fronts on two streets, the landscaping standard shall apply to both frontages. Landscaping will be completed in accordance with section 5.5.3 of this bylaw.”
  - e) Landscape plantings are required for new developments in all residential zones. Except as required by 5.5.3.1 a), the required landscape planting area in square metres is calculated based on 3.0 m x total public road frontage of the property in metres. There will be one tree planted per 25 m<sup>2</sup> landscape planting area or one shrub planted per 15 m<sup>2</sup> landscape planting area, or any combination thereof to meet the standards. Additional requirements in the RD, RM, RP, RCM, RCM2, and RCM3 zones are a minimum 2.0 m wide landscape planting area.
  - g) All compost, recycling, and refuse bins in the zones permitting multiple housing shall be screened from view. Compost, recycling, and refuse bins shall also be screened for multiple housing developments in the RD zone. Screening for compost, recycling, and refuse bins in other residential zones is not required where an individual building houses less than four dwelling units. Storage of compost, recycling, and refuse bins is not permitted within the front or exterior side yard setbacks of any zone.”
6. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.4.1 a) and substituting therefore a new subsection 6.4.1 a) as follows:
- “6.4.1 a) Where a residential development abuts a lane, there shall be no vehicular access permitted from the front of the lot and no parking or vehicle storage in the front yard. In the case of multiple housing developments with three or more buildings that are accessed by an internal road network, access may be permitted from the front or side of the lot at the discretion of the Development Officer and the City Engineer.”
7. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.8.1 b) and substituting therefore a new subsection 6.8.1 b) as follows:
- “6.8.1 b) no exterior storage or operation of the home-based business shall be permitted unless otherwise specified in this bylaw.”
8. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.8.3 and substituting therefore a new subsection 6.8.3 as follows:
- “6.8.3 Not more than one commercial vehicle shall be used in conjunction with the home-based business unless otherwise specified in this

# Zoning Amendment Bylaw 2019-07

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bylaw. Such vehicle shall have a gross vehicle weight rating of no more than 7,257 kg and shall be parked or maintained on the site of a home-based business.”

9. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting subsection 6.9.1 i) and substituting therefore a new subsection 6.9.1 i) as follows:

“6.9.1 i) notwithstanding section ~~6.9.1 b)~~ 6.8.1 b), minimal exterior storage is permitted for major home-based businesses in Country Residential zones, provided the materials being stored are screened from view, meet all setback requirements, and are limited to the interior side or rear yard.”

10. Section 7 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 7.3.5 and substituting therefore a new subsection 7.3.5 as follows:

“7.3.5 Parking spaces required for visitor use must be marked and maintained for this use and readily accessible to the entrance of the building served. Required visitor parking spaces shall not be allocated exclusively or specified as ‘exclusive use’ in subsequent subdivision or condominium applications.”

11. Section 7 of Zoning Bylaw 2012-20 is hereby amended by deleting the existing “religious assemblies” row in Table 7.3.6 e) and substituting therefore a new row as follows:

Religious Assemblies	1	<u>10 seats persons permitted in ceremonial room under occupancy</u>	N/A	N/A	1
----------------------	---	--	-----	-----	---

12. Section 7 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 7.3.7 h) and substituting therefore a new subsection 7.3.7 h) as follows:

“7.3.7 h) a Development Officer may approve a 25% reduction in the minimum required off-street parking requirements for mixed-use developments in the CC, CM1, CM2, and CMW zones that have over 50% of their gross floor area dedicated to residential uses. Where a reduction in parking is applied, spaces may not be allocated exclusively or specified as ‘exclusive use’ in subsequent subdivision or condominium applications.”

13. Section 8 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 8.5.5 a) and renumbering the remaining subsections accordingly.

~~“8.5.5 a) each candidate, political party, and representative of a cause that will be erecting signs on public property during a campaign period shall register with the Bylaw Services Department.”~~

14. Section 8 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 8.5.15 a) and substituting therefore a new subsection 8.5.15 a) as follows:

# Zoning Amendment Bylaw 2019-07

---

- “8.5.15 a) the sign shall not be wider than 0.76 m or more than ~~4.2 m~~ 0.9 m in height.”
15. Section 8 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 8.5.18 c) and substituting therefore a new subsection 8.5.18 c) as follows:
- “8.5.18 c) only two sandwich board signs in total will be permitted to be placed on any street corners ~~along Second and Fourth Avenues, and along Industrial, Quartz, and Copper Roads.~~ Permits will be issued on a first come, first served basis.”
16. Section 9 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 9.8.5 f), g, and h) and substituting therefore new subsections 9.8.5 f), g) and h) as follows:
- “9.8.5 f) the minimum front yard setback is 4.0 m ~~and the maximum front yard setback is 8.0 m.~~
- g) the minimum side yard setback ~~for the principal dwelling is 3.0 m on one side and 1.5 m on the other side,~~ except ~~where there is lane access, the side yard setback requirement may be reduced to 1.5 m on both sides.~~ in the case of a side-by-side duplex on separate adjacent lots, where one side yard setback may be reduced to zero.
- h) the minimum corner lot setback is ~~6.0~~ 4.0 m from each street, 8.0 m maximum from one street, and 1.5 m from all other sides.”
17. Section 9 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 9.9.5 c) and substituting therefore a new subsection 9.9.5 c) as follows:
- “9.9.5 c) the maximum site coverage for lots with one side yard setback of 1.5 m is 45%. The maximum site coverage for lots with two side yard setbacks of 0.0 m is 55%.”
18. Section 10 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 10.3.5 b) and c) and substituting therefore new subsections 10.3.5 b) and c) as follows:
- “10.3.5 b) The minimum lot area is 875 m<sup>2</sup> where the parcel is connected to municipal water and sewer services.
- c) The minimum lot area ~~for un-serviced lots outside the urban containment boundary~~ is 0.5 ha where the parcel is not connected to municipal water and sewer services.”
19. Section 11 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 11.2.2 g) and substituting therefore a new subsection 11.2.2 g) as follows:
- “11.2.2 g) outside-outdoor storage”
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# Zoning Amendment Bylaw 2019-07

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20. Section 11 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 11.4.2 q) and substituting therefore a new subsection 11.4.2 q) as follows:

“11.4.2 q) ~~outside-outdoor~~ storage”

21. Section 11 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 11.4.5 b) and c) and substituting therefore new subsections 11.4.5 b) and c) as follows:

“11.4.5 b) The minimum lot ~~size~~ area ~~for lots inside the Urban Containment Boundary~~ is 0.2 ha where the parcel is connected to municipal water and sewer services.

c) The minimum lot ~~size~~ area ~~for lots outside the Urban Containment Boundary~~ is 0.5 ha where the parcel is not connected to municipal water and sewer services.”

22. Section 14 of Zoning Bylaw 2012-20 is hereby amended by adding four new fines to the schedule of fines as follows:

<u>“Fail to comply with Zoning Bylaw regulations</u>	<u>\$250.00</u>
<u>Fail to comply with Zoning Bylaw regulations (2<sup>nd</sup> or subsequent offence)</u>	<u>\$500.00</u>
<u>Fail to comply with an Order</u>	<u>\$250.00</u>
<u>Fail to comply with an Order (2<sup>nd</sup> or subsequent offence)</u>	<u>\$500.00”</u>

23. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 333, Plan 2015-0011 LTO, located at 33 Olive May Way in Whistle Bend from FP-Future Planning to PS-Public Service, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.

24. This bylaw shall come into full force and effect upon final passage thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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City Clerk

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 21, 2019
<b>RE:</b> Renew Subdivision Approval – Phase 4 Whistle Bend

### **ISSUE**

Renewing the subdivision approval of 43.7ha for phase 4 of Whistle Bend

### **REFERENCE**

- Zoning Bylaw 2012-20
- Subdivision Control Bylaw 2012-16
- *Municipal Act* s. 322(c)
- Development Cost Charges 2012-12
- Subdivision Sketch

### **HISTORY**

The City of Whitehorse has been working with Yukon Government (YG) on the development of the Whistle Bend Subdivision. As part of this process Council and Administration has issued a number of subdivision approvals between 2009 and 2018.

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.

The approval for phase 4 of the neighbourhood was granted by Council on November 14, 2016 and was granted an extension until January 11, 2019. It is anticipated that construction of phase 4 will be completed this year in two separate parts. The first area will be completed this summer and the other completed for the fall. Because the construction is incomplete, the subdivision approval is required to be renewed by Council.

### **ALTERNATIVES**

- 1) Approve the subdivision.
- 2) Do not approve the subdivision.

### **ANALYSIS**

The application area consists of approximately 43.7ha of land, comprising the former City-owned Yukon Horse and Rider Association lease area (5.2ha), the former CBC tower site (18.9ha), and vacant Yukon land. The application area has a variety of zones resulting in 132 single family lots, 40 townhouse lots, ten multi-family, two large greenbelts, and one park lot. All of the proposed lots conform to the applicable zoning regulations of Zoning Bylaw 2012-20.

The previous subdivision approval contained the condition that the City and YG would enter into a Development Agreement. This agreement was completed under the provisions

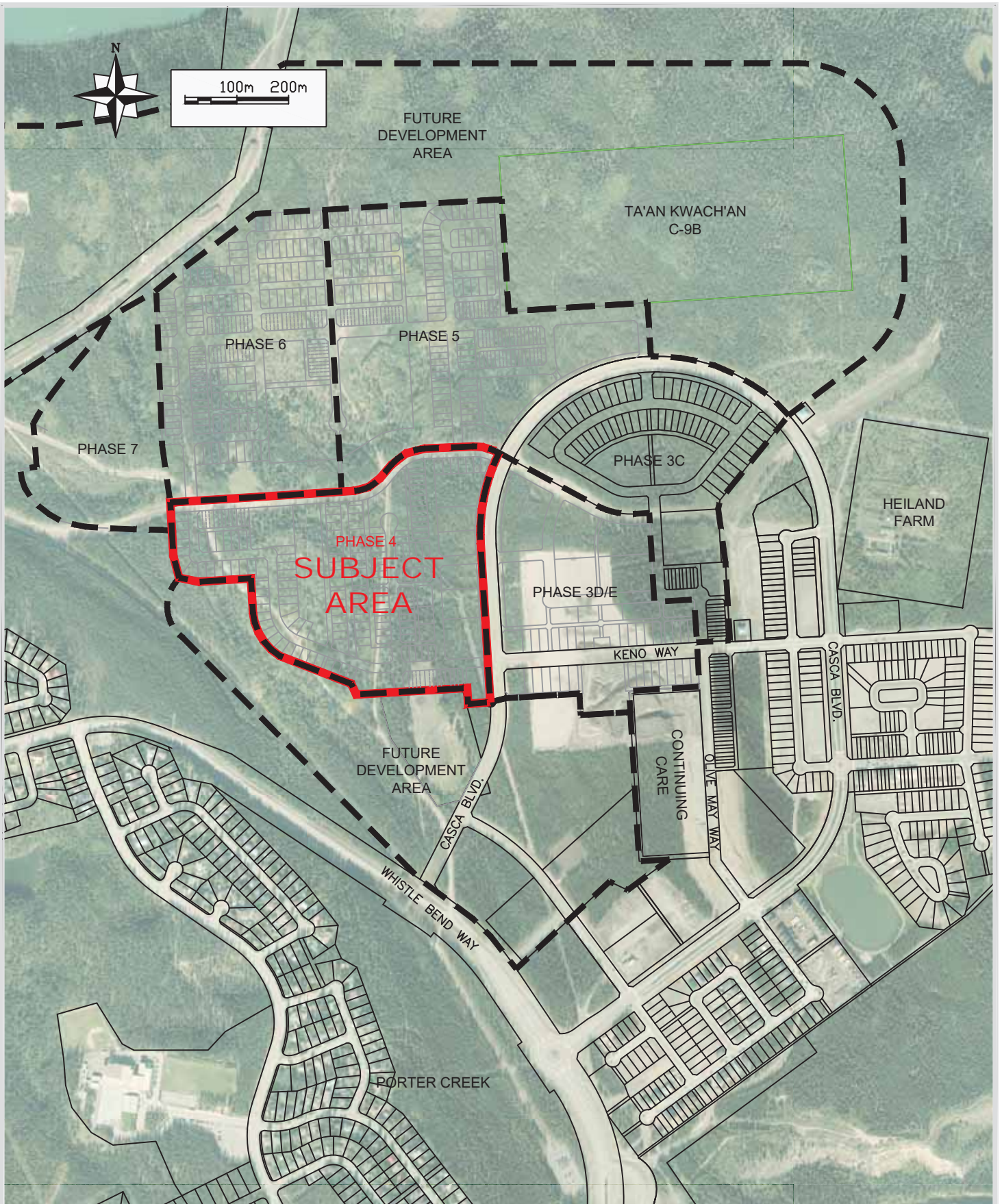
of the Development Agreement Regulations Bylaw 2012-15. A new agreement is not required as part of the subdivision approval renewal.

The issues of Public Use Land Dedication, street naming, and Residential Development Cost charges were also addressed through the original application process.

If the subdivision approval renewal is not approved, the construction now underway would be counter productive, and there would be significant delays in lot sales, resulting in significant economic impacts.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council approve the subdivision of approximately 43.7ha of land, for the creation of new residential lots, greenbelts, lanes, roads and a park as shown on the proposed subdivision sketch.



SCALE: 1:10 000	DWN. BY: nm
DATE: January 21, 2019	R.No: 4
FILE No: S-11-2016	
S-11-2016 Location Sketch	

CITY OF WHITEHORSE - LAND & BUILDING SERVICES

LOCATION SKETCH  
Whistle Bend Phase 4 Subdivision



SKETCH PLAN OF PROPOSED SUBDIVISION

LOTS 1 TO 210 AND ROADS  
and  
QUAD LOTS A AND B,  
QUAD 105 D/14

(Comprising Lot 1558, Quad 105 D/14  
Plan 103882 CLSR, 2015-0011 LTO  
and Lot 439, Group 804  
Plan 52136 CLSR, 26864 LTO  
and Vacant Yukon Land)

Lot numbers are subject to change.

Whistle Bend Subdivision  
Whitehorse,  
YUKON

LEGEND:

Bearings are UTM Grid, and are referred to the Central Meridian of UTM Zone 8, (Longitude 135° West) and based on Plan 103882 CLSR, 2015-011 LTO.

Distances shown are horizontal at general ground level and are expressed in metres.

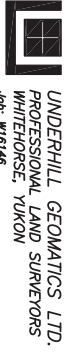
Distances prefixed by L denotes arc length.

Distance prefixed by R denotes radius.

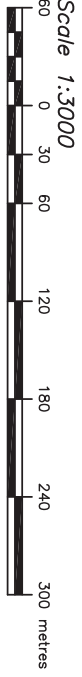
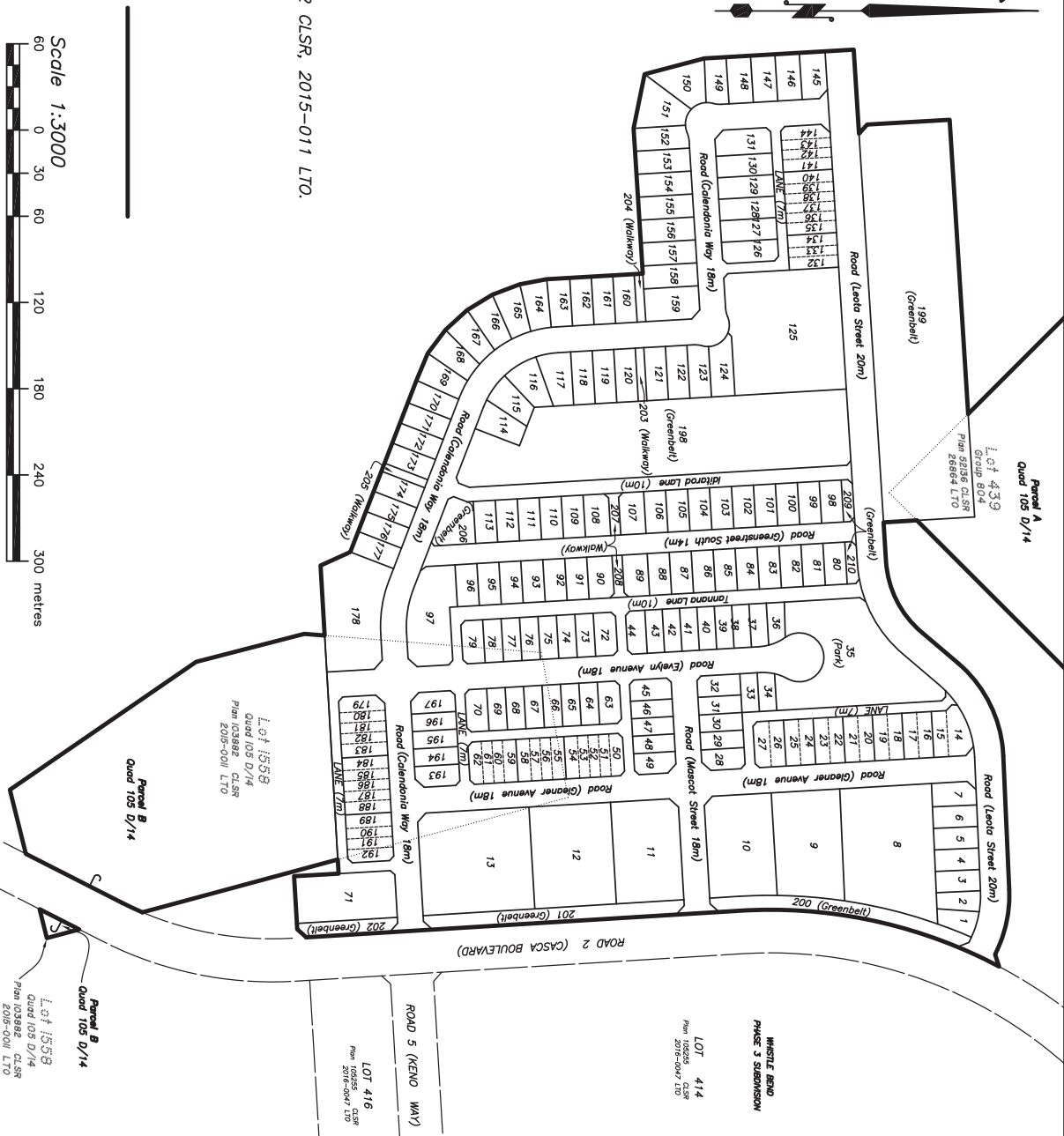
Proposed Subdivision dealt with by this plan bounded thus . . . . .

Entire Lot 439 is contained in the heavy bold.

Bearings and distances subject to field survey.



D16-115SK\_11x17

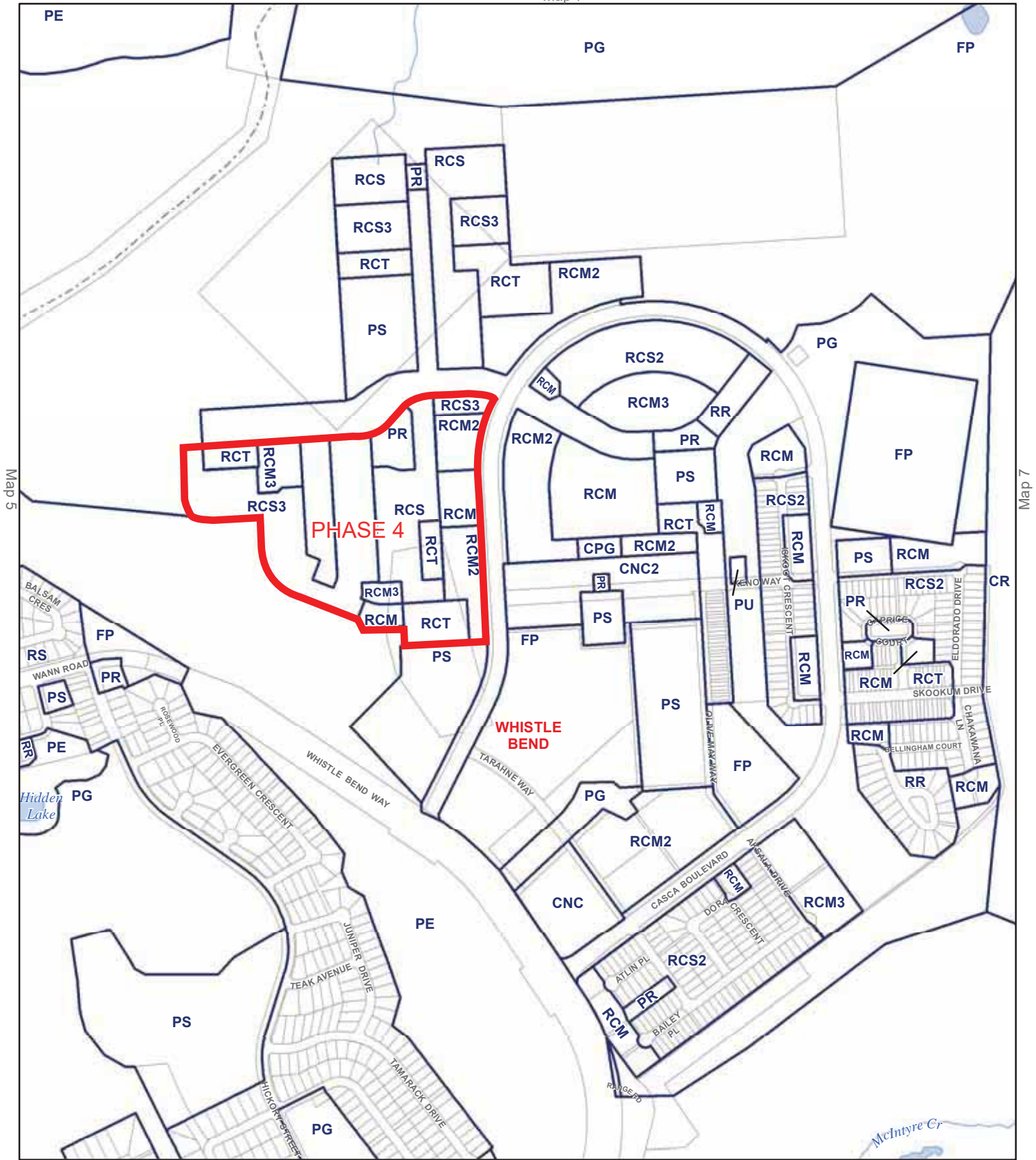




# MAP 6

# WHISTLE BEND

Map 7



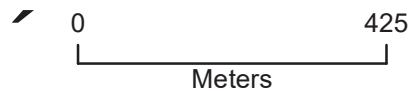
Map 5

Map 7

Map 5

Map 8

Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



Consolidation date:  
November 22, 2017

Projection: NAD 1983 UTM Zone 8

**CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, January 21, 2019

Location: Council Chambers, City Hall

Chair: Dan Boyd      Vice-Chair: Samson Hartland



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	<b>Pages</b>
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## **ADMINISTRATIVE REPORT**

<b>TO:</b> City Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 21, 2019
<b>RE:</b> Contract Award – Consultant Services – Compost Facility Expansion

### **ISSUE**

Contract award for consultant services for the Compost Facility Expansion project

### **REFERENCE**

RFP 2018-0058 Compost Facility Expansion  
Procedures for Selection of Professional Consulting Services (July 11, 2011)  
2018 Capital budget, project number 650c02118 Compost Facility Expansion

### **HISTORY**

The City first began composting residential organic waste in 2007 and the existing facility was established by 2009, processing on a gravel pad using aerated windrows.

In 2015, Council identified Solid Waste Management (SWM) as a top-four priority in the Strategic Plan Update. Administration has recommended that expansion of organics collection to include Food Services and Multifamily Residential Sectors is the most important opportunity to better the SWM system.

Expansion of the collection program is anticipated to increase organic feedstock volumes from 2,200 tonnes per year to 3,400 tonnes per year. The industry standard for compost processing is retention of process water and storm water on site, which the existing gravel-surfaced facility is relatively weak in doing.

A composting expert was retained in 2017 to assess the existing process and recommend options for addressing this growth and desired increase in environmental performance. The recommended solution is a facility upgrade, which would address the needed improvements without significantly increasing the operating costs.

The proposed upgrade will add a gravel-surfaced curing/stockpile area north of the existing Compost Building, and create a new concrete-surfaced processing pad on the existing processing area footprint, including an embedded aeration system, along with structural, mechanical, and electrical upgrades to the site. In order to keep up with the growing volume of organic waste as a result of collection from Food Services, the new concrete pad will need to be constructed in 2019.

A request for proposals for engineering design and construction administration of the compost facility expansion project was released on November 30<sup>th</sup>, 2018 and closed on December 18<sup>th</sup>, 2018. The City received two proposals.

- Morrison Hershfield Ltd.
- Tetra Tech Canada Inc.

The proposals were reviewed by an evaluation team comprised of personnel from the Water and Waste Services Department and the Engineering Department. The evaluation team followed the Council Policy on Procedures for the Selection of Professional Consulting Services.

### **ALTERNATIVES**

1. Re-budget the 2018 capital project for Compost Facility Expansion and authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis.

### **ANALYSIS**

The proposals were evaluated in accordance with criteria as follows:

1. Project Team
2. Methodology & Approach
3. Past Relevant Experience & Performance
4. Adjusted Fees
5. Local Preference

The analysis of proposals is a two-step process where all proposals are first evaluated on the first three technical criteria. Proposals that score at least 80% on these criteria move on to the second stage of evaluation. The latter stage evaluates the final two criteria (local content and fees). In the evaluation, both proposals met the minimum technical threshold.

The proponents were then evaluated for local content and fees, which are both scored based on set formula established in the selection policy. The highest scoring proposal was submitted by Tetra Tech Canada Inc. The fee proposed by Tetra Tech Canada Inc. (inclusive of travel, disbursements, not including GST) is \$269,534.36

The project is funded by Gas Tax. An amendment to the Gas Tax agreement will be sought based on the amended budget. In the interim, the budget increase will be funded from the Landfill Reserve, with the intention to reimburse the Reserve once additional Gas Tax funds are approved and received.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council re-budget to 2019 the remaining funds from the 2018 capital budget for project 650c02118 Compost Facility Expansion in the amount of \$87,312.39; and

THAT Council amend the 2019 to 2022 capital expenditure program by increasing the 2019 Capital Budget for Project 650c02118 from \$87,312.39 to \$269,534.36, funded by the Capital Reserve; and

THAT Council authorize Administration to award the consulting services contract for the design and construction supervision of the Compost Facility Expansion project to Tetra Tech Canada Inc. for a net cost to the City of \$269,534.36 plus GST.

**CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE**

Date: Monday, January 21, 2019

Location: Council Chambers, City Hall

Chair: Jan Stick      Vice-Chair: Jocelyn Curteanu



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