



Minutes of the meeting of the City Planning Committee

Date	May 4, 2020	2020-12
Location	Council Chambers, City Hall	
Committee Members Present	Mayor Dan Curtis Councillor Jan Stick – Chair – Electronic Participation Councillor Samson Hartland – Vice Chair – Electronic Participation Councillor Dan Boyd – Electronic Participation Deputy Mayor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Stephen Roddick – Electronic Participation	
Staff Present	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Hannah McDonald, Planner 2	

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

1. Zoning Amendment – 604 Black Street

The owner of the property at 604 Black Street has applied for a zoning amendment to reduce the side and rear yard setbacks to allow the construction of a suite above an existing garage. The Residential Downtown zone allows for a maximum of four dwelling units per lot. The existing single family home on the property has been converted into a multiple housing development with three units. The suite above the garage would be the fourth unit on the property.

The existing garage currently meets the accessory structure setback requirements for the zone. However, once a dwelling is added as a second storey, the garage transitions from an accessory structure to a principal use structure. This means that the new dwelling construction would have to respect the principal use setbacks of the zone.

Based on minimum lot sizes and other development regulations such as setback requirements, it has proven difficult for downtown residential property owners to maximize their allowable density unless they are willing to completely redevelop the property by demolishing all existing structures.

Many property owners in urban single-family residential areas have looked into converting existing accessory structures into garden suites and have found similar issues around setbacks. These property owners built their accessory structures close to lot lines because the Zoning Bylaw allowed it, but this is now preventing them from adapting these structures into garden suites. If this zoning amendment is approved, Council could also direct Administration to examine broader changes that would allow more property owners to convert accessory structures into garden suites.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-21, a bylaw to amend the zoning at 604 Black Street to reduce the side and rear yard setbacks in order to allow for the development of a suite above an existing garage, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date	May 4, 2020	2020-12
Location	Council Chambers, City Hall	
Committee Members Present	Mayor Dan Curtis Councillor Samson Hartland – Chair – Electronic Participation Deputy Mayor Laura Cabott – Vice-Chair – Electronic Participation Councillor Dan Boyd – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick – Electronic Participation	
Staff Present	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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



Minutes of the meeting of the Community Services Committee

Date	May 4, 2020	2020-12
Location	Council Chambers, City Hall	
Committee Members Present	Mayor Dan Curtis Councillor Jocelyn Curteanu – Chair – Electronic Participation Councillor Dan Boyd – Vice-Chair – Electronic Participation Deputy Mayor Laura Cabott – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick – Electronic Participation	
Staff Present	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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

1. **Proclamation** – For Information Only

Mayor Curtis proclaimed May 4 to 8, 2020 to be ***Virtual Yukon Mining and Geology Week*** in the City of Whitehorse.



Minutes of the meeting of the Public Health and Safety Committee

Date	May 4, 2020	2020-12
Location	Council Chambers, City Hall	
Committee Members Present	Mayor Dan Curtis Councillor Stephen Roddick – Chair – Electronic Participation Councillor Jan Stick – Vice Chair – Electronic Participation Councillor Dan Boyd – Electronic Participation Deputy Mayor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation	
Staff Present	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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

1. Update on City Response to COVID-19 – For Information Only

In response to a question raised about members of council returning to council chambers for meetings, administration advised that plans are currently being developed to allow for a return to normal practices. In the short term, it is anticipated that a limited return will be set up on a rotational basis so that social distancing can be maintained. Once the preliminary plans are approved, council members will be advised of the rotation.



Minutes of the meeting of the Development Services Committee

Date	May 4, 2020	2020-12
Location	Council Chambers, City Hall	
Committee Members Present	Mayor Dan Curtis Councillor Dan Boyd – Chair – Electronic Participation Councillor Jocelyn Curteanu – Vice Chair – Electronic Participation Deputy Mayor Laura Cabott – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick – Electronic Participation	
Staff Present	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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

1. Request for Relief – Business License Fees – For Information Only

In a letter to Mayor and Council dated April 24th, 2020, Gregory Bryce of the Four Seasons Bed and Breakfast on Tagish Road in Riverdale asked council to suspend the requirement for a paid business license for any business that is not operating as a result of the Coronavirus. He also requested that a license be issued without penalty effective on the date that such business resumes operations.

Mr. Bryce also asked the City to review several other matters related to business licences, and asked if the City devotes any time and effort to regulating licensed businesses after the initial license is issued.

A Committee member recommended that Mr. Bryce also look into federal programs to see what assistance is available to his business at the federal level.



Minutes of the meeting of the Corporate Services Committee

Date	May 4, 2020	2020-12
Location	Council Chambers, City Hall	
Committee Members Present	Mayor Dan Curtis Deputy Mayor Laura Cabott – Chair – Electronic Participation Councillor Stephen Roddick – Vice-Chair – Electronic Participation Councillor Dan Boyd – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
Staff Present	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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

1. Council’s 2020 Strategic Priorities

Whitehorse City Council meets annually to evaluate the previous year’s performance and confirm its strategic priorities. This year Mayor and Council, along with senior management, met in a facilitated session with a consultant.

Council reviewed successes and areas for improvement from 2019 and confirmed its collective priorities for 2020. Senior management also shared divisional initiatives planned for early 2020. This information was being prepared for release to the public when the COVID-19 reality hit the Yukon. At that time immediate priorities were shifted to a public health emergency response.

Council’s strategic priorities remain a focus for Council and it is important to share these priorities with the public. It is important that the public be aware that some projects and timelines may need to be adjusted due to the City’s response requirements to the COVID-19 pandemic.

The recommendation of the Corporate Services Committee is

THAT the Whitehorse City Council 2020 strategic priorities be confirmed; and
THAT public release of Whitehorse City Council Strategic Priorities 2020 be authorized.

2. Public Engagement – For Information Only

A Committee member commended administration on the changes made to procedures in Council Chambers to accommodate necessary restrictions due to the Coronavirus, but noted that it is essential to hear from citizens. Administration advised that many video and voice conferencing options may exist that will allow greater access to citizens. However, staff time and resources would be needed to explore the options and find ones that will work in our existing environment. This work has not been designated as an immediate priority.

In the meantime, the temporary procedures adopted by Council appear to be working well and administration has received no negative feedback from the public.

Plans are being developed to facilitate public input on projects such as the Trail Plan and the Transportation Master Plan. The Town Hall meetings that normally happen in the spring will be re-scheduled to the fall.

There being no further business, the meeting adjourned at 6:28 p.m.

Adopted at the regular council meeting on May 11, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk