



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	April 6, 2021	2021-07
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Councillor Jocelyn Curteanu – Vice-Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland	
<b>Absent</b>	Mayor Dan Curtis	
<b>Staff Present</b>	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 Jason Everitt, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Mélodie Simard, Manager of Planning and Sustainability Services Wendy Donnithorne, Manager of Legislative Services Wayne Tuck, Senior Projects Engineer Arcadio Rodriguez, Senior Technologist, Water and Waste Services Norma Felker, Assistant City Clerk	

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

### **1. Capital Expenditure Plan Amendment – Lift Station #1 Upgrades**

Lift Station #1 is a major component of the City’s wastewater collection system. The station was built in the 1970s and is nearing the end of its useful life. A full retrofit of the station will be scheduled in the next two to three years. However, some of the identified deficiencies worsened in early 2021, and immediate repairs are required, including the replacement of one of the station’s pumps. There is a high risk of catastrophic failure of the lift station if the interim repairs are delayed.

A committee member asked about options for the purchase of standby pumps so that spares are on hand, thereby eliminating the recurring need for urgent purchases.

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

THAT the 2021 to 2024 capital expenditure plan be amended by adding a new capital project for the acquisition of a pump for the Lift Station #1 Upgrades project in the amount of \$90,000, funded by the Water and Sewer Reserve until a Gas Tax Transfer Payment Agreement is received.

**2. Scope Change – Building Consolidation Plan Service Building Project**

An expansion to City Hall is required for the relocation of departments from the Municipal Services Building. This expansion, known as the Service Building project, was approved by Council in 2014, and in 2019 a design option was chosen. It was subsequently determined that renovating the existing City Hall would require more structural changes than anticipated to meet new building codes, and the costs would exceed the 2020 budget.

In response to the cost increase, three structural design approaches were investigated and costed. Demolishing the 1966 City Hall and replacing it with a new structure is the lowest cost option, but it still exceeds the current budget by 3.5 to 4 million dollars. This option will also provide a more efficient layout for service to the public and will result in an energy efficient building that includes undeveloped floor space for future growth.

If the scope of the project is not amended as proposed, the tendering and construction completion dates may be compromised, and the community benefits and cost savings of the project may not be realized.

Committee members expressed concern about the rising cost of the project and discussed some options that might minimize the projected increase.

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

THAT the 2021 to 2024 capital expenditure program be amended by changing the scope of the Building Consolidation Plan Service Building project to include the demolition of the existing 1966 City Hall; and

THAT Administration be directed to bring forward the corresponding Cost “B” estimate as soon as it is prepared in order for Council to consider an amendment to the 2021-2024 capital budget.

**3. Resolution for Presentation to the AYC Annual Meeting**

The Association of Yukon Communities annually invites communities to submit resolutions they feel require the support of the membership at the annual general meeting. Council members have proposed that this year the City of Whitehorse jointly submit a resolution with the City of Dawson. The proposed resolution acknowledges the historical and present-day racism and discrimination that threatens our communities, and commits AYC to providing its members with anti-racism and other related training and education on an annual basis.

The draft resolution also encourages member communities to provide such education and training for elected officials, staff and volunteers that represent their communities, and to conduct a review of their bylaws and policies with an equity and inclusivity lens. The resolution also encourages member communities to explore participation in the Canadian Coalition of Inclusive Municipalities.

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

THAT the anti-racism resolution drafted in conjunction with the City of Dawson be forwarded to the Association of Yukon Communities for consideration by the membership at the 2021 Annual General Meeting. The resolution reads as follows:

**“Inclusive Leadership in Yukon Communities**

WHEREAS the Yukon’s history has been profoundly shaped by colonial occupations of Indigenous lands and the intense disruptions to Indigenous cultures and ways of life that followed; and

WHEREAS black, Indigenous, and people of colour have experienced racism and discrimination throughout the Yukon’s history, and continue to experience it today; and

WHEREAS the strength and beauty of Yukon communities lies in diversity, inclusivity, and generosity of spirit; and

WHEREAS the Yukon’s elected municipal officials are lawmakers and civic leaders whose responsibilities include fostering equity and respect for all citizens; and

WHEREAS the first step toward municipal action on reconciliation and racism requires that municipalities acknowledge and seek to better understand these issues; and

WHEREAS the Association of Yukon Communities (AYC) provides training funds for members in its annual operating budget, and may seek additional funds from external sources, such as the Community Training Trust Society;

BE IT RESOLVED THAT the AYC will coordinate, on an annual basis beginning in 2022, member education and training in anti-racism, inter-cultural competence, human rights, and/or other topics that enable us to better promote equitable and inclusive communities; and

BE IT FUTHER RESOLVED THAT AYC will budget for such education and training, and seek supplementary external funds where appropriate; and

BE IT FURTHER RESOLVED that AYC strongly encourages its members to:

- Provide such education and training for the elected officials, staff, and volunteers that represent their respective communities; and
- Conduct a review of their existing and proposed bylaws and policies with an anti-racism and inclusivity lens; and
- Explore and advocate for other actions to build equitable and inclusive communities, and share the results of these efforts with community members; and
- Explore participation in the Canadian Coalition of Inclusive Municipalities.”

**4. Corporate Re-organization – For Information Only**

A corporate re-organization project was approved in the 2021 to 2024 capital expenditure plan. A number of changes to the corporate structure combined with work-load re-balancing have been identified to address the greatest needs and gaps. The significant changes are:

- Creating a Property Management department that includes Building Maintenance and vertical infrastructure. Moving the Building Maintenance function from the Infrastructure and Operations division will allow for more future planning in that division.
- Establishing a Corporate Human Resources division to support all other departments. The upcoming bargaining processes for three collective agreements will have a significant impact on resources in this area.
- Moving Transit Services to the Development Services division provides a fit with sustainability, energy/GHG reduction, and neighbourhood planning.
- Community and Recreation Services becomes Community Services, and some efficiencies should occur with Bylaw and Fire in the same division and the same building.
- The Wildland Fire Risk Reduction Strategy will initially be led by Legislative Services due to the need for policy and bylaw development before implementing other actions.

No additional funding is required as changes can be covered in the initial stages using re-allocated funding from existing and project funds already anticipated and budgeted.

**5. Council Grant – Donation of Compost**

The Yukon Anti-Poverty Coalition is organizing a pilot project for a Ground Share program in Whitehorse. The pilot project will assess the potential benefits of connecting Whitehorse residents who would like to grow food but may not have the financial means, necessary skills, materials, tools, or access to usable land, with landowners who have under-utilized privately owned space who would like to see their land used for food production.

The Coalition is asking for 100 complimentary bags of compost valued at \$500 for this pilot project. The compost will be used to minimize a barrier to participating and also as a tool to increase the likelihood of a successful harvest.

This pilot project will support better planning for community organizations and governments to assess their progress in building a robust local food system that is sustainable, resilient, and accessible.

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

THAT a grant of \$500 be approved to the Yukon Anti-Poverty Coalition for the provision of compost to be used in the 2021 Ground Share pilot project, funded from the Council donation account.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	April 6, 2021	2021-07
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick	
<b>Absent</b>	Mayor Dan Curtis	
<b>Staff Present</b>	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 Jason Everitt, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Patrick Ross, Manager of Land and Building Services Wendy Donnithorne, Manager of Legislative Services Mélodie Simard, Manager of Planning and Sustainability Services Norma Felker, Assistant City Clerk	

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

### **1. Public Hearing Report – Zoning Amendment – 107 Range Road**

The owner of the property located at 107 Range Road has applied for a zoning amendment to permit a drive-through component as part of the development of an eating and drinking establishment.

Community input received at the public hearing included 21 written and two verbal submissions, with 14 in support, 11 opposed, and one expressing concerns.

Some of the submissions in support cited access to a food service establishment for nearby residents and workers, additional services for highway traffic, and a reduction of traffic congestion in the downtown area. However, many of these submissions also mentioned a specific commercial tenant.

Two petitions of support were also received with more than 2,200 signatures. Both petitions cited a specific commercial tenant, and the one with the largest number of signatures did not address the zoning amendment under consideration.

Comments of opposition or concern stated that the proposal contradicts existing City plans, policies and objectives and would encourage highway commercial development. They also spoke to unforeseen impacts related to drive-throughs and the timing of the Official Community Plan update that is currently under way.

Administration has concluded that the proposed use is not in line with the intent and objectives of the current OCP, Sustainability Plan, Transportation Demand Management Plan and the Downtown Retail and Entertainment Strategy. Additionally, as part of the new OCP development process, the OCP policies will be reviewed with respect to the impacts of land use changes and to provide further policy clarity.

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

THAT Bylaw 2021-13, a bylaw to amend the zoning at 107 Range Road to permit a drive-through component for an eating and drinking establishment, be brought forward to second reading and defeated.

**2. Public Hearing Report – Zoning Amendment – Periodic Revisions**

Administration has proposed a number of amendments to the Zoning Bylaw to improve regulations, clarify wording, correct omissions, and implement minor changes. These amendments have arisen through day-to-day use of the bylaw. A comprehensive group of zoning bylaw edits is typically brought forward on a periodic basis, and the last such edits were adopted in 2019.

At the public hearing for the periodic revisions bylaw, one submission was received. The writer contended that the Official Community Plan (OCP) should not retroactively impact the zoning bylaw. The OCP is adopted by bylaw, and policy statements within the document are binding. The OCP states that there shall be a density maximum of 60 units per hectare for the area along Centennial Road. The proposed bylaw adds a regulation to the zoning bylaw that matches the maximum density policy listed in the OCP.

No additional submissions were received and no other issues were raised.

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

THAT Bylaw 2021-14, a bylaw to amend the Zoning Bylaw with respect to a number of periodic revisions, be brought forward for second and third reading under the bylaw process.

**3. Zoning Amendment – Development Application Process and Drainage Plan Amendments**

Administration is bringing forward a number of amendments to the Zoning Bylaw to implement a more consistent process for reviewing development permit applications and ensure better compliance with drainage requirements.

The proposed amendments clarify the requirements for a complete development permit application, and enable up-front fee collection. The bylaw amends the existing formulas for calculating landscaping and hard-surfacing requirements, and establishes standards for demonstrating compliance with drainage and servicing requirements.

A committee member noted that security deposits for landscaping and hard-surfacing can be quite onerous for developers since the funds can be tied up for a considerable length of time. Administration was asked to explore options for the potential use of bonds and for the payment of interest on funds used as security for required development. It was noted that the *Landlord and Tenant Act* contains a calculator that could be used for this purpose.

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

THAT Bylaw 2021-24, a bylaw to amend the Zoning Bylaw to improve the development application process and manage drainage requirements more effectively, be brought forward for consideration under the bylaw process.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	April 6, 2021	2021-07
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Councillor Samson Hartland – Vice Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick	
<b>Absent</b>	Mayor Dan Curtis	
<b>Staff Present</b>	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 Jason Everitt, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services 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>	April 6, 2021	2021-07
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Deputy Mayor Jan Stick Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
<b>Absent</b>	Mayor Dan Curtis	
<b>Staff Present</b>	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 Jason Everitt, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Doug Spencer, Manager of Bylaw Services Wendy Donnithorne, Manager of Legislative Services Landon Kulych, Manager of Parks and Community Development Meagan Wilson, Projects and Trail Development Coordinator Norma Felker, Assistant City Clerk	

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

### **1. E-Bike Regulation Bylaw and Related Bylaw Amendments**

An emerging trail activity in Whitehorse is the use of e-bikes and e-mobility devices, and this use was noted and considered during the public engagement process for developing a new Trail Plan in 2020. The proposed bylaw was developed in response to a Trail Plan action to “update relevant policies and bylaws to legitimize the use of e-bikes and other e-mobility devices on trails.” The bylaw takes into account current municipal, territorial and federal legislation as well as developments in other jurisdictions.

Minor adjustments were made to the E-Bike Bylaw after further consultation with user groups, including adding a definition for motorized multiple-use trails and clarifying where the use of Class 2 e-bikes is permitted.

Should the E-Bike Regulation Bylaw be adopted, changes to three other current bylaws will be required to bring them into alignment with e-bike regulations. A bylaw to make such consequential amendments to the three bylaws has been prepared with the expectation that the two bylaws will go through the bylaw process in tandem.

If the two bylaws are adopted, Administration will initiate a public education campaign, providing retailers and the general public with information concerning e-bike and e-mobility device usage in the City.

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

THAT Bylaw 2021-22, the E-Bike Regulation Bylaw, be brought forward for consideration under the bylaw process; and

THAT Bylaw 2021-23, a bylaw to amend a number of current bylaws to align with the E-Bike Regulation Bylaw, be brought forward for consideration under the bylaw process.



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

<b>Date</b>	April 6, 2021	2021-07
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Deputy Mayor Jan Stick Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
<b>Absent</b>	Mayor Dan Curtis	
<b>Staff Present</b>	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 Jason Everitt, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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Your Worship, there is no report from the Public Health and Safety Committee.



## Minutes of the meeting of the Development Services Committee

**Date** April 6, 2021 2021-07

**Location** Council Chambers, City Hall

**Committee Members Present** Councillor Jocelyn Curteanu – Chair  
Councillor Stephen Roddick – Vice-Chair  
Councillor Dan Boyd  
Councillor Laura Cabott  
Councillor Samson Hartland  
Councillor Jan Stick

**Absent** Mayor Dan Curtis

**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  
Jason Everitt, Acting Director of Infrastructure and Operations  
Lindsay Schneider, Acting Director of Human Resources  
Wendy Donnithorne, Manager of Legislative Services  
Norma Felker, Assistant City Clerk

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

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There being no further business, the meeting adjourned at 8:53 p.m.

**Adopted** at the regular council meeting on April 13, 2021.



  
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Dan Curtis, Mayor

  
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Norma L. Felker, Assistant City Clerk