

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, April 4, 2022 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS

CORPORATE SERVICES COMMITTEE

1. Budget Amendment – Lewes Boulevard Bus Lane
2. New Business

CITY PLANNING COMMITTEE

1. Public Input Report – Conditional Use Application – 238 Tlingit Street
2. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Pop Up Patio Program Updates – For Information Only
2. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. Joint Emergency Preparedness Update – For Information Only
2. Taxi Safety & Vehicle for Hire Bylaw Amendments
3. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Kirk Cameron

April 4, 2022

Meeting #2022-07

-
1. Budget Amendment – Lewes Boulevard Bus Lane
Presented by Manager Taylor Eshpeter
 2. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: April 4, 2022
RE: Budget Amendment - Lewes Boulevard Bus Lane

ISSUE

Administration is requesting a budget amendment for the Lewes Boulevard Bus Lane project prior to commencement of the construction services tender.

REFERENCE

[Bylaw 2021-41 Capital Expenditure Program 2022 – 2025](#), 240c01421 Lewes Boulevard Bus Lane

[Procurement Policy 2020-03](#)

Lewes Boulevard Bus Land - Hospital Road Intersection Improvements Drawing

HISTORY

In effort to improve transit efficiency, reliability, and on-time performance, the City piloted a dedicated bus lane along Lewes Boulevard in 2018. The bus lane pilot extended along Lewes Boulevard from Teslin Road to a location just prior to Hospital Road in the northbound direction. The bus lane pilot was limited to pavement markings, temporary signage, and an extensive public communications campaign. Based on feedback by the Transit Services department, the pilot project resulted in significant improvements to transit operations efficiency and reliability.

Based on the success of the pilot program, Administration began engineering design work to formalize permanent transit priority infrastructure along Lewes Boulevard. The majority of geometric changes associated with the proposed transit priority infrastructure are located at the Lewes Boulevard and Hospital Road intersection. In addition to the dedicated bus lane, the project will include active transportation crossing and geometric improvements on the east approach of the intersection.

Utility Stations and Forcemain Conditions Assessment

As part of the City's "Utility Stations and Forcemain Condition Assessment" project currently underway, Administration learned the First River Crossing Valve Chamber had deteriorated to the point of requiring emergency repair of the top slab to mitigate risk to public safety. The chamber is located within the roadway of the Lewes Boulevard and Hospital Road intersection. Temporary bracing was installed in December 2021 to prevent short term failure of the structure, while Administration considered options for the ultimate future of the valve chamber.

Realizing that a long term solution for the chamber is required, various options were considered for the future of the valve chamber including coordination opportunities with existing projects underway to maximize project management and construction efficiencies.

Given that the valve chamber is located within the proposed limits of construction for the Lewes Boulevard Bus Lane project and the valve chamber's implications to design of the Lewes Boulevard Bus Lane project, it was deemed most cost-effective and practical to include design and construction work for the valve chamber in the Lewes Boulevard Bus Lane project rather than through a standalone project.

Budget Amendment

The design of the Lewes Boulevard Bus Lane is at the 95% design stage. The +/-10% estimated cost for construction of just the Lewes Boulevard Bus Lane project is \$1,000,000, including engineering services. The current approved budget is \$745,000.

The Engineering Department has an opinion of probable cost for the impacts of including the valve chamber replacement as part of the Lewes Boulevard Bus Lane project. The estimated total project cost, including the valve chamber replacement is \$1,145,000. Therefore, the project requires approximately \$400,000 in additional budget. The additional expenditures are eligible under the Canada Community-Building Fund (formerly known as GAS TAX).

ALTERNATIVES

1. Amend the Capital Budget for the Lewes Boulevard Bus Lane project.
2. Refer the matter back to Administration for further analysis.

ANALYSIS

Options Analysis for Project Delivery for the First River Crossing Valve Chamber

The Engineering Services and Water and Waste departments considered various options for project delivery and scope of work associated with upgrades to the First River Crossing Valve Chamber. The options are as follows:

- Develop a standalone project.
- Integrate with the existing Lewes Boulevard Bus Lane project.

Developing a standalone project for the First River Crossing Valve Chamber was not deemed practical or economical given its location within the proposed limits of construction for the Lewes Boulevard Bus Lane project. Development of a standalone project would increase project management efforts as additional procurement, contract administration, monitoring, and tendering work would be required. A standalone project would also introduce design and construction coordination challenges, thereby introducing additional risk to the delivery of the projects. The Lewes Boulevard Bus Lane project is largely dependant on valve chamber upgrades proceeding first, therefore any scope and schedule implications associated with the valve chamber are likely to impact the scope and schedule of the Lewes Boulevard Bus Lane project. If a standalone project were pursued for the valve chamber replacement, then the construction contract for the Lewes Boulevard Bus Lane project would be delayed by at least one construction season.

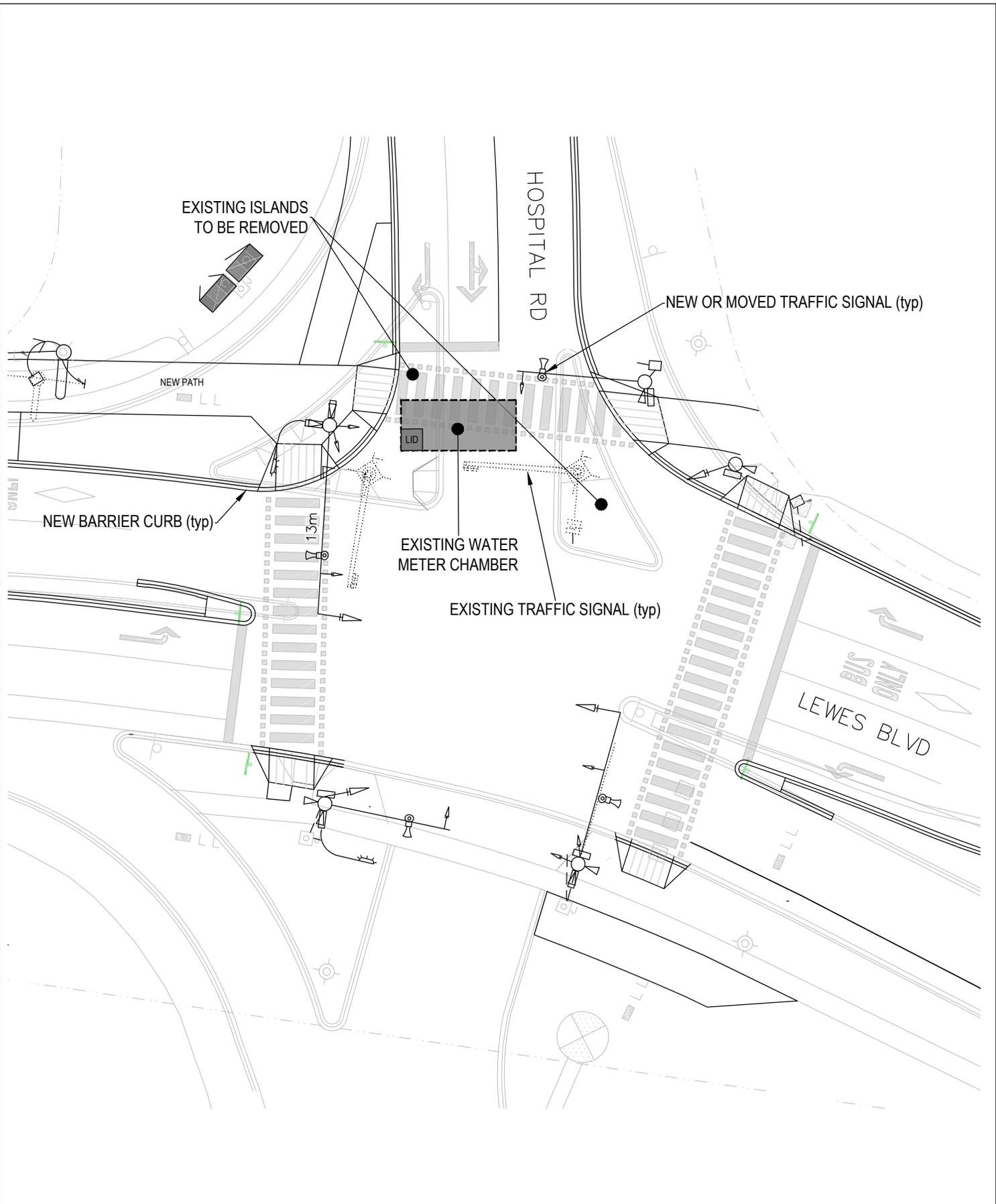
The City's consultant for the Lewes Boulevard Bus Lane project has indicated they have available resources and expertise to carry out design works associated with the valve chamber. As such, Administration recommends including project delivery of works associated with the valve chamber as an addition to the existing Lewes Boulevard Bus Lane – Detail Design contract.

It should be noted that even with the integrated project approach there is significant risk that the construction of the Lewes Boulevard Bus Lane improvements will be delayed until 2023, however, Administration feels that by bundling the work into one construction tender, there is potential to complete all, or at least a substantial amount of the work in the 2022 construction season, pending availability of contractor resources and material availability.

Another alternative that Administration contemplated was to reduce the scope of the Lewes Boulevard Bus Lane project to reduce the overall cost and deliver both the valve chamber replacement and the bus lane improvements without increasing the project budget. To do this, the contemplated intersection improvements would be reduced significantly and as a result contemplated active transportation improvements would not be realized at the intersection. The active transportation improvements include additional Lewes Boulevard crossing on the south side of the intersection, removal of the right turn slip lanes, and improved geometry of crossings. There is value in these safety benefits, however, they are not critical for the implementation of the bus lane itself and are considered added value to the project.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct the 2022 – 2025 Capital Expenditure Program be amended by increasing the budget for the Lewes Boulevard Bus Lane project #240c01421 in the amount of \$400,000 funded from the Capital Reserve until an amended Canada Community Building Fund Transfer Payment Agreement has been approved.



SCALE: NTS	DRAWN: RSC
DATE: MARCH 25, 2022	CHECKED:
DRAWING:	
REVISION:	

LEWES BOULEVARD BUS LANE

HOSPITAL ROAD

INTERSECTION IMPROVEMENTS



DRAWING.DWG

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Ted Laking

April 4, 2022

Meeting #2022-07

-
1. Public Input Report – Conditional Use Application – 238 Tlingit Street
Presented by Acting Manager Darcy McCord
 2. New Business

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: April 4, 2022
RE: Public Input Report – Conditional Use Application – 238 Tlingit Street

ISSUE

Application for Conditional Use approval to allow a 157 m² caretaker residence at 238 Tlingit Street in Marwell.

REFERENCE

- [2010 Official Community Plan](#) (OCP)
- [Zoning Bylaw 2012-20](#)
- Location Sketch

HISTORY

An application has been made to develop a light equipment sales/rentals operation with a 157 m² caretaker residence at 238 Tlingit Street. A caretaker residence larger than 120 m² is a conditional use in the First Nation Commercial Industrial Mixed (FN-CIM) zone, requiring a decision by Council.

A total of 26 letters were sent to property owners within a 100-meter radius of the site. Government of Yukon Land Client Services, Kwanlin Dün First Nation and Ta'an Kwäch'än Council were notified by mail and email. A notice of the proposed development was placed in the local newspapers on March 11, 2022.

A public input session was held on March 28, 2022. One submission was received. The submission was from the land owner, Kwanlin Dün First Nation, expressing support for the application.

ALTERNATIVES

1. Approve the Conditional Use application.
2. Approve the Conditional Use application with conditions.
3. Do not approve the Conditional Use application.

ANALYSIS

The application is consistent with the Official Community Plan and Zoning Bylaw and as no concerns were raised through the conditional use application process or from Administration, no conditions are recommended.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the Conditional Use application to allow a 157 m² caretaker residence as a secondary use, as shown on the submitted plans, at 238 Tlingit Street.

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Mellisa Murray

April 4, 2022

Meeting #2022-07

1. Pop Up Patio Program Updates – For Information Only
Presented by Acting Manager Darcy McCord
2. New Business

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: April 4, 2022
RE: Pop-up Patio Program Review – <i>For Information Only</i>

ISSUE

Provide additional information as requested by Council for Pop-up Patio allowances and insurance.

REFERENCE

- [Bylaw 2021-27 \(Sidewalk Café and Pop-up Patio Bylaw\)](#)
- [Policy 2021-01 \(Lease, Encroachment and Property Use Policy\)](#)
- Council Resolution 2022-05-06 (March 14, 2022)

HISTORY

At the March 7, 2022 Council Committee meeting, Administration reported on the City's Pop-up Patio Program which resulted in Council approving a bylaw amendment to reduce the bagged meter fee for the 2022 season. During that process, Council passed a Resolution directing Administration to review the *Lease, Encroachment and Property Use Policy* with respect to the 6 m separation requirement between the outer edge of a pop-up patio to the nearest inside limit of the adjacent traffic lane (Section 2.10.7 (2)) and the liability insurance requirements (Section 4.2) to see if there were options to increase participation in the program.

ANALYSIS

Patio and Street Separation Allowances

Per Council direction, Administration has reviewed the current separation allowances to consider whether changes could be made to enable pop-up patios. The current Policy requires a separation distance of 6 metres from the outer edge of a pop-up patio to the inside limit of the adjacent traffic lane (generally the centerline of the road, except where there is more than one lane in each direction). This 6 m distance was initially recommended to ensure adequate separation between moving vehicles and patios. This distance was formulated around a 20 m wide road surface (e.g. Main Street), which effectively limits pop-up patios to streets with angle parking.

Streets with Parallel Parking Spaces

Streets with parallel parking spaces were analyzed as it was understood that the space available on these narrower streets were especially challenging to fit patios within the current allowances. An alternative approach has now been explored which could set a new, narrower dimension that would apply to pop-up patios in parallel parking spaces, while still maintaining adequate clearance for passing vehicles.

The width of travel lanes for vehicles varies on downtown streets due to the variation of the street right of way width. All narrower streets include space for parallel parking spaces and an adjacent travel lane. By making the parking patio slightly narrower than the parallel parking space width, the existing travel lane width can be maintained (the patio is inset from the potential cars parked on either side of it).

Applying this approach would result a maximum patio width of 1.8 m. As parallel parking spaces project 2.4 m from the curb, it would leave a buffer of 0.6 m between the travel lane and the outer edge of a patio (approximately 2 feet). This buffer is identified because streets with parallel parking normally have narrower travel lanes, and would require vehicles to travel closer to the edge of the patios. An additional safety feature in this approach is that parallel parked cars should project further into the street than the patio naturally guiding vehicles away from the patio edge.

If pop-up patios were enabled in parallel parking spaces, Administration further notes that they should not be allowed anywhere on 2nd Avenue and most blocks of 4th Avenue. Some blocks on the east side of 4th Avenue in the downtown core (between Lambert and Jarvis Streets) could be appropriate as the vehicle lane is buffered by a bicycle lane.

Diagrams comparing the existing Policy requirements with these possible options are attached to illustrate how the new dimensions could be applied.

Streets with Angle Parking Spaces

A maximum patio width of 4 m in angle parking spaces would be effectively the same dimension that is allowed under the current Policy. Angle parking spaces project 4.3 m from the curb, leaving a buffer of 0.3 m between the travel lane and the outer edge of a patio. The only difference is the method of measurement which would be to measure from the curb to the outer edge of the patio and avoid trying to measure the edge of the travel lane, which may not be apparent if there is no line. This approach for patios has been identified where there is parallel parking as well.

The City Engineer, who is responsible for the design of City streets, has confirmed that these approaches would be satisfactory from a safety perspective.

Any changes to the current patio and street separation allowances would require amending the *Lease, Encroachment and Property Use Policy*.

Insurance

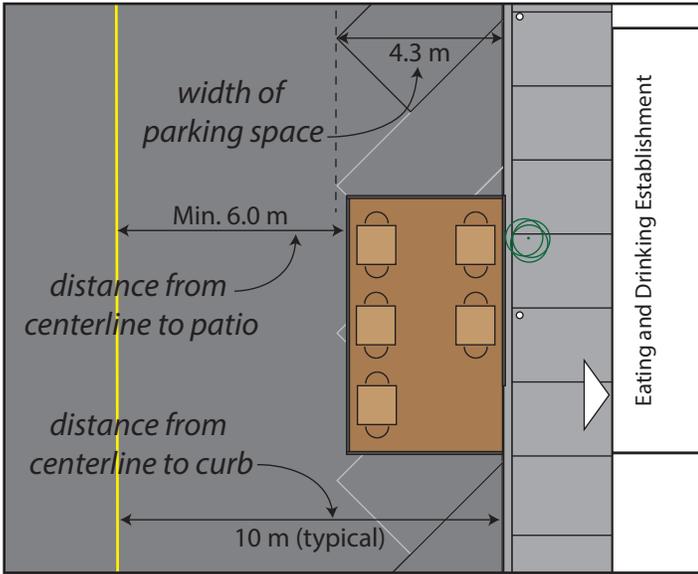
Liability Insurance amounts are established through consultation with the City's insurer. Levels and amounts are set in relation to risk associated with each type of activity being proposed on public land. This insurance is designed to protect the business owner and the City in the event of an incident. The amount of \$5 million for pop-up patios was assessed and established in May of 2021 with the introduction of the program. Reducing this insurance requirement would expose the business owner and the City to additional risk.

The City's insurer has been consulted on the new approach to separation distances outlined in this report and does not recommend any changes to the required Liability Insurance – that it remain at \$5 million.

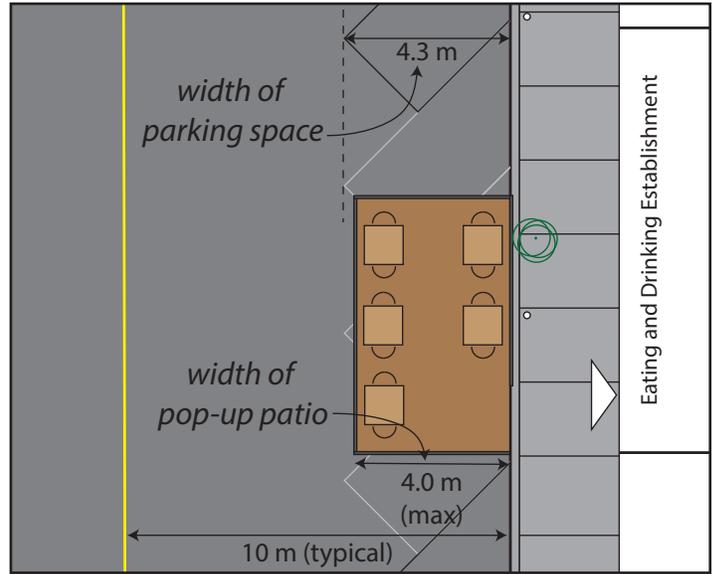
Possible approach to enable pop-up patios on streets with parallel parking

Streets with Angle Parking

Current Policy
(patio minimum 6.0 m from centerline)

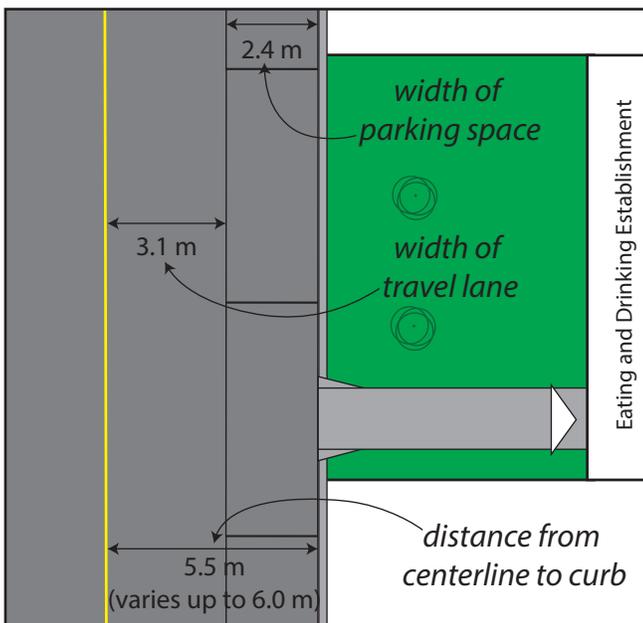


Possible Approach
(patio maximum 4.0 m from curb)

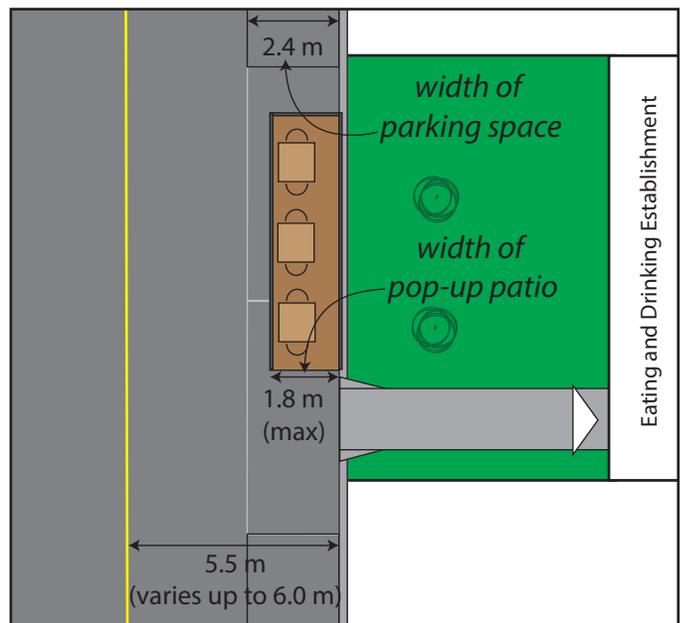


Streets with Parallel Parking

Current Policy
(patio minimum 6.0 m from centerline -
not possible to fit a pop-up patio)



Possible Approach
(patio maximum 1.8 m from curb)



CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Dan Boyd

April 4, 2022

Meeting #2022-07

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Mellisa Murray

Vice-Chair: Michelle Friesen

April 4, 2022

Meeting #2022-07

1. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Jocelyn Curteanu

April 4, 2022

Meeting #2022-07

1. Joint Emergency Preparedness Update – For Information Only
Presented by Fire Chief Jason Everitt
Regional Protection Manager Keith Fickling – Wildland Fire Management
Director Danielle Trudeau – Yukon Emergency Measures
2. Taxi Safety & Vehicle for Hire Bylaw Amendments
Presented by Manager Doug Spencer
3. New Business

ADMINISTRATIVE REPORT

TO: Public Health and Safety Committee
FROM: Administration
DATE: April 4, 2022
RE: Joint Emergency Preparedness Update – For Information Only

ISSUE

To provide an update on the status of Municipal Emergency Preparedness in conjunction with key partners.

HISTORY

The City of Whitehorse is responsible for the coordination of municipal emergency preparedness in accordance with the requirements of:

- [Bylaw 2013-36 \(Emergency Measures Bylaw\)](#)
- [Municipal Act](#)
- [Civil Emergency Measures Act](#)

Due to the broad and expansive requirements of this responsibility, all Divisions within the corporation must contribute to this effort in the identification of significant risks, hazards and exposures within their sphere of influence. Examples of critical risks requiring specific response / recovery plans may include critical water and sewer infrastructure, communications and network assets, transportation emergencies, health and safety related risks, etc. Natural and climate related emergencies along with threats external to the City but having an impact on our citizens require close coordination and integration with external partners.

The design and maintenance of the Municipal Emergency Management Plan along with supporting and subordinate plans as well as the tools and processes necessary for effective operations are evergreen in nature and undergo regular review to ensure antiquated, ineffective and inappropriate processes are updated to accepted standards of today. In the event that an actual crisis does not occur requiring the activation of the Emergency Management Plan, then an annual review should occur to challenge the plan and identify areas of improvement. In the event that the plan is activated, an After Action Review is conducted post-incident to identify areas of improvement to which updates are made.

Regular training and testing of the Plan and processes are necessary to ensure that designated staff are familiar with their role and both assisting and cooperating agencies can easily merge and collaborate where required.

The current Municipal Emergency Management Plan was reviewed and revised in 2020, with the introduction of a subordinate plan – *Public Safety Protection Plan* introduced and presented to Committee on June 23, 2020. *The Public Safety Protection Plan* was designed to focus on the elements necessary for public protection and focus on such

actions as Shelter-In-Place as well as Evacuation. Efforts to promote this document are ongoing, but due to the restrictions posed by the COVID pandemic public outreach has been limited to primarily electronic methods.

The Crisis Communications Plan is currently under review and changes are being made to ensure that current crisis communications tools such as Whitehorse Alert are referenced and adopted within the strategy.

ANALYSIS

The broad scope of emergency preparedness planning and execution cannot occur in isolation, but must involve all Divisions within the City of Whitehorse as well as through close integration and alignment with our external partners.

Two key partners in this endeavour are Yukon Government Emergency Measures and Wildland Fire Management. Through close coordination we can ensure that synergies are achieved in training, communications, action coordination and sharing of resources occur with minimal conflict.

Current efforts underway to strengthen emergency planning and resilience include:

City of Whitehorse

- Staff are reviewing and updating the Crisis Communications Plan to capture new tools and ensure alignment with Yukon Crisis Communications processes.
- Public Safety Protection Plan is being reviewed to ensure reference to Whitehorse Alert and City Communications links are accurate and functional.
- City wide test of Whitehorse Alert is scheduled for mid-April to encourage registration and allow registered users an opportunity to experience the service.
- Advertising strategies to promote Whitehorse Alert to citizens and visitors are being discussed
- Joint exercises are being planned to incorporate internal and external team efforts in enhancing working partnerships.
- Efforts are underway to further identify actions to meet our obligations of the Wildfire Risk Reduction Strategy by working to appropriate a dedicated resource to lead this critical project.

Yukon Wildland Fire Management

- Wildland Fire Management (WFM) prepares for the fire season by having resources in place ready to respond to incidents as required.
 - During the season, Wildland Fire Management's meteorologist and fire behavior specialists actively monitor current and short-term forecast weather to ensure appropriate response to fires.
 - Wildland Fire Management has a number of tools in place to keep Yukoners up-to-date on fire danger ratings and wildfire activity, such as the wildfire map on www.yukon.ca.
- WFM prevention and mitigation program has made progress on the Whitehorse South Fuel break to reduce the overall risk of wildfire to the community.

- Since 2020, 101 hectares have been contracted on the Copper Haul Road section of the fuel break and will be completed by November 2023.
- This spring 130,000 aspen seedlings will be planted across 51 hectares of the Whitehorse South fuel break and 60 hectares of FireSmart fuel treatment areas.
- FireSmart Funding Program
 - The Yukon government's FireSmart Funding Program provides financial and technical support to eligible organizations to implement wildfire hazard reduction projects. These projects typically involve reducing forest fuels on public and First Nation Settlement Lands that are near Yukon communities.

Yukon Emergency Measures Organization

- The role of Emergency Measures Organization (EMO) is to coordinate Government of Yukon departments and agencies in the prevention and mitigation, preparedness, response, and recovery from disasters and emergencies.
- This includes actively collaborating with communities, municipalities, First Nations, federal departments, industry and volunteers to enhance emergency-management readiness and capacity across the Yukon.
- The ability to train and exercise regularly and collectively help in being more effective and resilient to emergencies together as they may occur.
- Personal emergency preparedness is a cornerstone of emergency management, and the EMO leads public awareness campaigns to encourage Yukoners to identify and prepare for risks.
- Seasonal readiness meetings are underway to support communities, First Nations and emergency response partners in information sharing related to any upcoming flood and fire seasons and support is being provided for development and planning for community and territorial emergency response plans.
- The Alert Ready program is used to broadcast emergency public alerts on radio, television and wireless devices. A committee is currently established to look at process and activation of Alert Ready.

ADMINISTRATIVE REPORT

TO: Public Health and Safety Committee
FROM: Administration
DATE: April 4 th , 2022
RE: Taxi Safety and Vehicle for Hire Bylaw Amendments

ISSUE

Whether to conduct further analysis on taxi safety related policies and consider changes to the City's *Vehicle for Hire Bylaw*.

REFERENCE

[Vehicle for Hire Bylaw 2018-26](#)
[Yukon Women's Coalition "Taxi Safety Report 2022"](#)

HISTORY

Over the last two decades, the perception of passenger safety in taxis in Whitehorse, especially in relation to women and vulnerable persons, has been poor. In 2017, a taxi safety working group was struck to identify concerns and a list of recommendations was provided to the City. Many of the group's recommendations were adopted and incorporated into amendments made to the City's 2018 *Vehicle for Hire Bylaw* (VFH), including enhanced driver testing/training, requirement for video recording equipment, as well as driver conduct provisions and owner accountabilities.

Taxi passenger safety has been reported on extensively in the media and in January 2022 the Yukon Women's Coalition released their Taxi Safety Report (the Report) based on a survey of 174 respondents, including 160 identifying as women, and approximately 50 that identified as Indigenous. The Report highlighted negative experiences and perceptions of the taxi industry and provided a number of specific recommendations to the City and to Bylaw Services specifically. Key recommendations from the Report include:

- establishing a new committee or utilizing an existing committee to provide ongoing review and recommendations on taxi safety;
- additional recording tools (ie. audio, panic buttons and increased retention periods);
- updated driver training,
- annual reporting; and
- implementation of a public awareness campaign.

Administration has conducted a review of the Report recommendations. In addition, a number of industry related bylaw amendments were under analysis prior to receipt of the Report. These amendments include fleet age requirements, colour and vehicle identity enhancements, signage updates, and more stringent accessibility requirements.

ALTERNATIVES

1. Direct Administration to conduct further policy analysis and stakeholder engagement on potential bylaw amendments to address taxi and passenger safety, including fleet modernization; or
2. Accept the *Vehicle for Hire Bylaw* in its current form.

ANALYSIS

Further legal and policy analysis is required with respect to a number of recommendations from the Report (such as for mandatory audio recording). In addition, further engagement and communications are needed to clarify the City's role in regulating the taxi industry.

VFH owners would be affected by changes particularly those related to fleet/vehicle age. This could require some businesses to adopt a modified business model, with actual costs and consequences unknown at this time.

The intended positive impact of these changes would likely outweigh the economic and other impacts on companies. The goal of bylaw amendments and improvements is to increase passenger safety and the perception of the industry.

Amendments may be seen by the public as a positive step forward towards the modernization of the City's taxi industry. In addition to an increased perception of safety, it is also anticipated that a modernized taxi fleet could provide a more professional first impression to visitors and tourists arriving in Whitehorse.

The City is committed to continuing its enhanced monitoring of the VFH industry, particularly in relation to safety and the perception of it. Administration will continue to meet with the RCMP and Yukon Women's Coalition, as well as industry owners and representatives to discuss and address passenger safety and ideas for improvement, including public education and updated driver training.

Should further policy analysis on taxi safety and proposed amendments to the VFH Bylaw be supported, Administration will bring forward a list of specific amendments for consideration under the bylaw process.

Administrative Recommendation

That Council direct Administration to conduct further policy analysis and stakeholder engagement on potential bylaw amendments, including fleet requirements, to address taxi and passenger safety and bring forward for consideration by Council.