

Minutes of the Meeting of the
ADMINISTRATIVE SERVICES COMMITTEE
Monday, January 9, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Roberts – Chair
Mayor Buckway
Councillor Irwin
Councillor Stockdale

Committee Members Absent: Councillor Austin
Councillor Cameron
Councillor Pillai

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services

Your Worship:

The Administrative Services Committee respectfully submits the following report:

1. **Properties Subject to Tax Lien**

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. The list requires the approval of council before being published in the local papers. Each property is levied an administrative fee and will be subject to further collection procedures if the account is not paid within 60 days. The tax lien list will be published in February, and will be updated prior to publication to remove those properties whose outstanding taxes have been paid.

RECOMMENDATION

THAT the City Clerk be authorized to affix the City Seal to the 2011 tax lien summary list to authenticate the list.

MOVED BY:

SECONDED BY:

2. **Annual Council and Administrative Appointments**

In accordance with the Procedures Bylaw, council annually designates appointments for various council member and administrative positions. Traditionally these appointments are made prior to the end of October each year, but due to the by-election last December the annual appointments were extended to January 16 so that the new council member could be included in the 2012 appointments. A legislative workshop was held on December 16, 2010 at which time council discussed the annual appointments and reviewed the Procedures Bylaw. The *Municipal Act* requires that advance notice be given at a regular meeting before any amendment of the Procedures Bylaw is considered.

RECOMMENDATIONS

1. THAT Public Notice be given that on January 30, 2012 council will consider amendments to the Council Procedures Bylaw.
2. THAT the following Deputy Mayor appointments be authorized for 2012:

January 17 to February 29	Councillor Irwin
March 1 to April 30	Councillor Pillai
May 1 to June 30	Councillor Cameron
July 1 to August 31	Councillor Austin
September 1 to October 31	Councillor Stockdale
3. THAT the following Reserve Deputy Mayor appointments be authorized for 2012:

January 17 to May 31	Councillor Roberts
June 1 to October 31	Councillor Irwin
4. THAT the following Standing Committee Chair and Vice-Chair appointments be authorized for 2012:

<u>Standing Committee</u>	<u>Chair</u>	<u>Vice-Chair</u>
Administrative Services	Florence Roberts	Ranj Pillai
City Planning	Ranj Pillai	Betty Irwin
City Operations	Betty Irwin	Kirk Cameron
Community Services	Dave Stockdale	Florence Roberts
Public Health and Safety	Kirk Cameron	Dave Austin
Tourism & Economic Development	Dave Austin	Dave Stockdale
5. THAT the following Ad Hoc Committee appointments be authorized for 2012:

Association of Yukon Communities	Councillor Irwin Councillor Cameron
2012 Arctic Winter Games Host Society	Councillor Austin
2012 AWG Host Society Board of Management	Bev Buckway
Canadian Capital Cities Organization	Councillor Austin
Persons with Disabilities Advisory Committee	Councillor Stockdale
Whitehorse Chamber of Commerce	Councillor Cameron
Whitehorse Housing Authority	Councillor Roberts
Yukon Hospital Corporation Board of Trustees	Councillor Roberts

6. THAT the following Special Committee appointments be authorized for 2012:
- | | |
|-------------------------------------|-------------------------------|
| Budget Committee | Mayor and all council |
| City Manager's Evaluation Committee | Mayor and all council |
| Emergency Measures Commission | Mayor Buckway
Deputy Mayor |
7. THAT the following administrative appointments be authorized for 2012:
- | | |
|-------------------------------------------|---------------------------------------------------|
| 2012 AWG Host Society Board of Management | Dennis Shewfelt
Robert Fendrick
Brian Crist |
| Great Northern Ski Society | Robert Fendrick
Linda Rapp |
| Whitehorse Planning Group on Homelessness | Linda Rapp |
| Yukon Convention Bureau | Sheila Dodd |

MOVED BY:
SECONDED BY:

3. **Travel Authorization – Federation of Canadian Municipalities Conference**

Council's Expense Policy requires approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse. Mayor Buckway and Councillor Cameron have indicated their intention to attend the Federation of Canadian Municipalities Sustainable Communities Conference to be held in Ottawa in February.

The Mayor noted that some or all of her travel costs may be covered by other sources. The Committee discussed whether Councillor Cameron's travel expenses should be covered by the City representative travel account.

RECOMMENDATION

THAT expenses be authorized as follows for Mayor Buckway and Councillor Cameron to attend the Federation of Canadian Municipalities Sustainable Communities Conference to be held in Ottawa in February:

1. Travel expenses for Mayor Buckway; and
2. Travel and per diem expenses from Councillor-initiated travel for Councillor Cameron

MOVED BY:
SECONDED BY:

4. **Travel Authorization – Mineral Exploration Roundup**

Council's Expense Policy requires approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse. Councillor Austin has indicated his intention to attend the Mineral Exploration Roundup in Vancouver, B.C. in January.

RECOMMENDATION

THAT Councillor Austin be authorized to attend the Mineral Exploration Roundup in Vancouver, BC in January 2012, with travel expenses funded from the City Representative travel account and per diem expenses funded from the Councillor-initiated travel account.

MOVED BY:
SECONDED BY:

Minutes of the Meeting of the
CITY PLANNING COMMITTEE
Monday, January 9, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Irwin – Chair
Mayor Buckway
Councillor Roberts
Councillor Stockdale

Committee Members Absent: Councillor Austin
Councillor Cameron
Councillor Pillai

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services
Mike Gau, Manager of Planning and Development Services

Your Worship:

The City Planning Committee respectfully submits the following report:

1. **Conditional Use Application – Ogilvie Street** – For Information Only

Narrow Gauge Construction has applied for conditional use approval to permit the development of an eight-unit multiple family building at 603/605 Ogilvie Street. The property is zoned Residential Downtown 1, and multiple housing is a conditional use in this zone. Conditional uses must be consistent with the Official Community Plan, compatible with adjoining land uses, and compliant with the Zoning Bylaw. The proposed development is located in the “Old Town” neighbourhood that is characterized predominantly by single detached, one storey buildings with some multiple family buildings. The proposed development spans two lots and will be 0.4 metres below the maximum height allowed in this downtown zone. A public input session with respect to this application has been scheduled for the regular council meeting on Monday, January 16, 2012.

Administration confirmed that

- five multi-family proposals have been approved in the downtown area in the last few years;
- the proponents have been advised of planned road construction in the area;
- the submitted landscape plan exceeds requirements; and
- compatible uses are subjective, but under existing policy the proposal is allowable.

The Committee noted that a large number of suites are located in houses classified as single-family dwellings in Old Town.

2. **Conditional Use Application – Jarvis Street** – For Information Only

The owner of the property at 701 Jarvis Street has applied for conditional use approval to permit the development of a five-unit multiple family building on the site. The property is zoned Residential Downtown 1, and multiple housing is a conditional use in this zone. Conditional uses must be consistent with the Official Community Plan, compatible with adjoining land uses, and compliant with the Zoning Bylaw. The proposed development is in the “Old Town” neighbourhood characterized by predominantly single detached, one storey buildings with some multiple family buildings. The proposed development will be slightly below the maximum height allowed in the zone. A public input session with respect to this application has been scheduled for the regular council meeting on Monday, January 16, 2012.

Administration confirmed that

- Conditional use approval may include conditions, but they must be consistent with the Zoning Bylaw;
- The proponents have not filed an application under the new Incentives Policy;
- The proposal does meet existing height requirements;
- The brick oven is understood to be for the use of residents; and
- There are differences in various styles of barrier-free construction.

3. **Development Agreement – 19 Wann Road, Porter Creek**

In September 2011 council approved an application to subdivide the property at 19 Wann Road in Porter Creek to create three new lots. The approval was subject to the condition that the property owner enter into a Development Agreement with the City to address the construction of new water and sanitary sewer services and the provision of utility line easements within the subdivision area. The required development agreement has been signed by the property owner and now requires council approval. Upon approval, the Development Agreement will be registered on the title as a caveat that will run with the title to the land to ensure that any future owners are aware of the development responsibilities.

Administration advised that the irregular easements may pre-date the incorporation of the Porter Creek area into the City of Whitehorse, and attempts are being made to mitigate the situation.

RECOMMENDATION

THAT the Mayor and City Clerk be authorized to enter into a Development Agreement with Whitehorse Savings LTD with respect to development responsibilities associated with the subdivision of Lot 1585, Plan 93-105 LTO, located at 19 Wann Road in the Porter Creek Subdivision, Whitehorse, Yukon.

MOVED BY:

SECONDED BY:

4. **Development Agreement – 1512 Centennial Street, Porter Creek**

In October 2011 council approved the subdivision of Lot 55 in Porter Creek to create two new lots. The approval was subject to the condition that the property owners were required to enter into a Development Agreement with the City to address utility line easements, the construction of new water and sanitary sewer services, and the decommissioning of the existing onsite sewage disposal system. The development agreement has been signed by the property owners and is now being submitted to council for approval. Upon approval, the Development Agreement will be registered on the title as a caveat that will run with the title to the land to ensure that any future owners are aware of the development responsibilities.

Administration confirmed that the new services will be accessed from Dogwood Street. The centreline easement was chosen to allow for the provision of services to potential dwellings on both sides of the lot.

RECOMMENDATION

THAT the Mayor and City Clerk be authorized to enter into a Development Agreement with Jamie Milligan and Susan Milligan for development responsibilities associated with the subdivision of Lot 55, Plan 30209 LTO, located at 1512 Centennial Street, Porter Creek Subdivision, Whitehorse, Yukon.

MOVED BY:
SECONDED BY:

5. **Subdivision Application – Lot 1004-9, Hidden Valley**

Lot 1004 in Hidden Valley was originally created in 1978, and it has been subdivided four times to create additional lots. The owner of the remainder, now known as Lot 1004-9, has applied to subdivide the parcel to create two new country residential lots adjacent to Couch Road. Both of the proposed lots meet the minimum size, width and setback requirements of the existing Country Residential 1 zoning. Public Use Land Dedication does not apply to this application as it was taken with respect to previous applications. Development Cost Charges will apply to each of the new lots.

RECOMMENDATION

THAT the subdivision of Lot 1004-9, Quad 105D/14, Plan 2011-0075 LTO, located in Hidden Valley, be approved to create two new country residential lots zoned Country Residential 1 and one Remainder lot, as shown on the approved subdivision sketch, subject to the condition that the registered owner of the subject land enter into a Development Agreement with the City of Whitehorse for the deferral of the Development Cost Charges (\$1,250.00 per lot) until the time of building permit application for each respective new lot.

MOVED BY:
SECONDED BY:

6. **Time of Planning Committee Meetings** – For Information Only

The Committee discussed the possibility of moving Planning Committee meetings to a different time to help with meeting management. Administration noted that a potential time change for all standing committees is being proposed in the Council Procedures Bylaw that will be coming forward at the end of the month. Additionally, delegation of certain items to administration would help in this regard.

Minutes of the Meeting of the
CITY OPERATIONS COMMITTEE
Monday, January 9, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Irwin – Chair
Mayor Buckway
Councillor Roberts
Councillor Stockdale

Committee Members Absent: Councillor Austin
Councillor Cameron
Councillor Pillai

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services

Your Worship:

The City Operations Committee respectfully submits the following report:

1. **Kudos to Public Works Staff** – For Information Only

The Committee congratulated Public Works staff for their prompt response to requests for snow clearing on the Robert Campbell Bridge and on getting the landfill site reopened to the public in a timely manner.

Minutes of the Meeting of the
COMMUNITY SERVICES COMMITTEE
Monday, January 9, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Stockdale – Chair
Councillor Roberts – Vice Chair
Mayor Buckway
Councillor Irwin

Committee Members Absent: Councillor Austin
Councillor Cameron
Councillor Pillai

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services

Guests: Heather Ashthorn and Patricia Bacon – Blood Ties Four Directions

Your Worship:

The Community Services Committee respectfully submits the following report:

1. **Blood Ties Four Directions** – For Information Only

Heather Ashthorn and Patricia Bacon addressed the Committee on behalf of Blood Ties Four Directions to discuss an application requesting City support for a 'Tiny House'. *Tiny House* is a supported housing model that would be beneficial for the Blood Ties clientele. Ms. Ashthorn advised that there has been good support for the project in terms of funding and materials, but tying into the City systems may be difficult. A suitable site has been located, but Blood Ties requires additional funding to cover the cost of installing water and sewer services. The housing is meant for short-term use, housing clients for medical treatment and those coming out of the corrections system. A stable housing situation is seen as a key factor in helping people trying to recover from Hepatitis C and HIV.

The delegates confirmed that taxes, utilities and ongoing operating and maintenance costs are covered in the proposed budgets for the project, but the initial cost for the installation of services is the main issue at this point. The Committee was advised that national bodies have not been approached for funding because this proposal is fairly new and innovative and there are no funding programs available at this time. The delegates confirmed that others have expressed interest in the *Tiny House*, but not necessarily as a supported housing model. They noted that tiny houses in other jurisdictions are often outside City limits. However, a location Downtown is paramount to the success of the project in Whitehorse.

The proponents advised that in order to promote the idea to others the plan is to have the structure built in the community somewhere so that people and organizations can see the project underway. The structure will meet or exceed current construction codes.

The delegates assured the Committee that the project meets a real need for supported transitional housing as well as being a demonstration project.

Minutes of the Meeting of the
PUBLIC HEALTH AND SAFETY COMMITTEE
Monday, January 9, 2012
Council Chambers, City Hall

Committee Members Present: Mayor Buckway
Councillor Irwin
Councillor Roberts
Councillor Stockdale

Committee Members Absent: Councillor Austin
Councillor Cameron
Councillor Pillai

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services

Your Worship:
There is no report from the Public Health and Safety Committee.

Minutes of the Meeting of the
TOURISM & ECONOMIC DEVELOPMENT COMMITTEE
Monday, January 9, 2012
Council Chambers, City Hall

Committee Members Present: Councillor Stockdale – Chair
Mayor Buckway
Councillor Irwin
Councillor Roberts

Committee Members Absent: Councillor Austin
Councillor Cameron
Councillor Pillai

Staff Present: Dennis Shewfelt, City Manager
Robert Fendrick, Director of Administrative Services

Your Worship:

There is no report from the Tourism and Economic Development Committee

There being no further business, the meeting adjourned at 9:00 p.m.