

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, July 21, 2014 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATION

DELEGATES Alida Munro & Ed Peart – Yukon Convention Bureau Update
Pastor Larry Harrison – Cavalry Baptist Church (Fir & Elm Streets)

CITY PLANNING COMMITTEE

1. Zoning Amendment – Fir and Elm Streets
2. Designation of Municipal Historic Sites – Old Log Church and Rectory
3. New Business

CITY OPERATIONS COMMITTEE

1. Contract Award – 2014 Riverdale South Well 10 Water Main Project
2. Contract Award – 2014 Hillcrest Water Supply Main
3. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. New Business

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date Monday, July 21, 2014
Location: Council Chambers, City Hall



Chair: Mike Gladish **Vice Chair:** Jocelyn Curteanu

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| 3. New Business | |

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: July 21, 2014
RE: Zoning Amendment – Fir and Elm Streets

ISSUE

An application to amend the zoning of portions of 1303 Fir Street, 1207 Fir Street, and 1302 Elm Street to facilitate future land dispositions and the construction of a church.

REFERENCE

- *Municipal Act* (2002)
- Zoning Bylaw 2012-20
- Appendix A
- Official Community Plan (2010)
- Bylaw 2014-27

HISTORY

The Calvary Baptist Church, owners of 1303 Fir Street (Lot 110, Plan 25142 LTO), 1207 Fir Street (Lot 112, Plan 25142 LTO), and 1302 Elm Street (Lot 121, Plan 25142 LTO), are applying to amend the zoning of portions of the three lots located in Porter Creek to facilitate future residential land dispositions as well as the construction of a future church. The proponents have outgrown their current church and the sale of the new residential properties will assist in the funding of a new church. The proponents own all four parcels in the immediate area which includes 1303 Fir Street (Lot 110), 1301 Fir Street (Lot 111), 1207 Fir Street (Lot 112), and 1302 Elm Street (Lot 121).

The proposed amendment has three components:

1. Rezone a portion of 1303 Fir Street (Lot 110) from PS – Public Service to RS – Residential Single Detached. The owner intends to subdivide this vacant, treed parcel into two residential parcels. One parcel would be approximately 464 m² in size, which is the minimum lot size requirement in the RS zone for a single detached house. This lot would be sold to generate revenue for the construction of the new church. The second parcel would be a panhandle lot that would have access from Fir Street. The intent is that the Cavalry Baptist Church would retain this lot to construct a future house for church staff.
2. Rezone a portion of 1207 Fir Street (Lot 112) from PS – Public Service to RS – Residential Single Detached. The owner intends to subdivide this portion of land into one residential parcel which would be approximately 464 m² in size, which is suitable for a single detached house. This lot would also be sold to generate revenue for the new church.
3. Rezone the rear portion of 1302 Elm Street (Lot 121) from RS – Residential Single Detached to PS – Public Service. The owner intends to consolidate this portion of land with the larger church property located at 1301 Fir Street (Lot 111) and use it for

a future caretaker residence and maintenance building for the new church. The remaining portion of the consolidated lot would feature the new church.

The proposed schedule for the amendment is as follows:

Planning Committee	July 21, 2014
1 st Reading	July 28
Public Meeting (led by proponent)	Prior to Public Hearing
Public Hearing Newspaper Ads	August 22 and 29
Public Hearing	September 15
Report to Committee	September 22
2 nd and 3 rd Reading	September 29

ALTERNATIVES

Option 1: Proceed with the zoning amendment under the bylaw process.

Option 2: Do not proceed with the zoning amendment.

ANALYSIS

Official Community Plan (OCP)

The subject lots are designated Residential – Urban in the 2010 Official Community Plan (OCP). The purpose of this designation is to allow for a variety of serviced residential developments close to neighbourhood services and amenities. The Residential-Urban designation also permits neighbourhood service uses such as religious assemblies which are intended to primarily service the surrounding neighbourhood rather than the community at large. The future uses planned for these properties are all supported by the OCP.

Additional supporting OCP policies and sections that pertain to this application include:

- *The City shall support a city-wide compact development pattern to ensure existing infrastructure is used most efficiently; development is oriented towards transit and active transportation; large wilderness spaces outside of urban areas are preserved as long as possible, and as a mitigative and adaptive strategy to confront climate change. (Policy 5.1.3)*
- *Residential-Urban areas may be used to accommodate all types of residential development. (Policy 10.6.2)*
- *Residential neighbourhoods should be developed as “complete communities” that include the basic services that residents need to live, work and play in their day to day lives. Complete communities include walkable amenities within neighbourhoods that residents can rely on such as shopping area, schools, religious facilities...(Section 10.1)*

Zoning

The proposed rezoning from PS to RS would allow for additional residential development in the area. The proposal is to eventually subdivide and create three new residential lots which would all conform to the zoning requirements for minimum lot size. Single detached houses would only be allowed on two of the lots, while the panhandle lot could allow for either a single detached house or a duplex since it would be above the 744 m² minimum lot size requirement for a duplex.

Residential subdivisions in this area of Porter Creek have been occurring over the past 20 years. This area of Porter Creek typically contains larger lots, approximately 1848 m² in size, which allows for multiple residential subdivisions to occur on each lot. The zoning in this area has always allowed for single detached housing on lots sized approximately 500 m². It should also be noted that there are many existing lots in the city’s urban residential neighbourhoods that are around the minimum lot size requirement (i.e. 462 m²).

The proposed rezoning of the rear portion of 1302 Elm Street from RS to PS would result in a public service lot that meets the zoning requirements for minimum lot size. The proponent has indicated that the current church that is located on the property will be demolished and will be replaced by a larger church. A development permit will be required for the construction of the new church, which will trigger a zoning review to ensure the new development meets the requirements for landscaping, drainage, parking, and building form (i.e. setbacks, site coverage, and building heights). The proponent has also indicated that a caretaker residence and garage will be located at the rear of the lot, which are permitted in the Zoning Bylaw. The caretaker residence cannot be larger than 120 m² in size, as regulated by the Zoning Bylaw.

Development Review Committee (DRC)

The application was brought to the June 25 DRC. In general, no obstacles were noted that would prevent this rezoning. For example, the servicing in the area is adequate to allow the addition of five new residences. It was also stated that the formalization of powerline easements for the new lots and requirements for drainage and servicing plans would be required during the development permit stage.

Subdivision

The proposed zoning lines do not match the existing lot lines. If this rezoning was approved, a subdivision process would follow to create the three residential lots and consolidated public service lot. The lot boundaries would then match the proposed zoning lines.

Public Meeting

Section 15.5 of the Zoning Bylaw states that the proponent of a zoning amendment may be required to host a public meeting in order to provide information of the proposed rezoning to nearby residents. The necessity of the public meeting shall be determined by Council following first reading of the amendment bylaw. Due to the complexity of this application and the potential sensitive nature of adding additional residential lots in an existing neighbourhood, administration recommends that such a meeting occur prior to the Public Hearing. The proponent has already contacted adjacent property owners regarding their proposal.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct Bylaw 2014-27, a bylaw to amend the zoning of portions of 1303 Fir Street and 1207 Fir Street from PS to RS and a portion of 1302 Elm Street from RS to PS, be brought forward for due consideration under the bylaw process,

And THAT Council require a public meeting to be hosted and led by the proponent regarding the zoning amendment and held on a future date yet to be determined.

CITY OF WHITEHORSE
BYLAW 2014-27

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* (R.S.Y. 2002) 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 to realign the zoning boundaries for several properties along Fir Street and Elm Street;

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 1291 m² of Lot 110, Plan 25142 LTO in the Porter Creek Subdivision (1303 Fir Street), from PS – Public Service to RS – Residential Single Detached, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 464 m² of Lot 112, Plan 25142 LTO in the Porter Creek Subdivision (1207 Fir Street), from PS – Public Service to RS – Residential Single Detached, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
3. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 695 m² of Lot 121, Plan 25142 LTO in the Porter Creek Subdivision (1302 Elm Street), from RS – Residential Single Detached to PS – Public Service, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
4. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

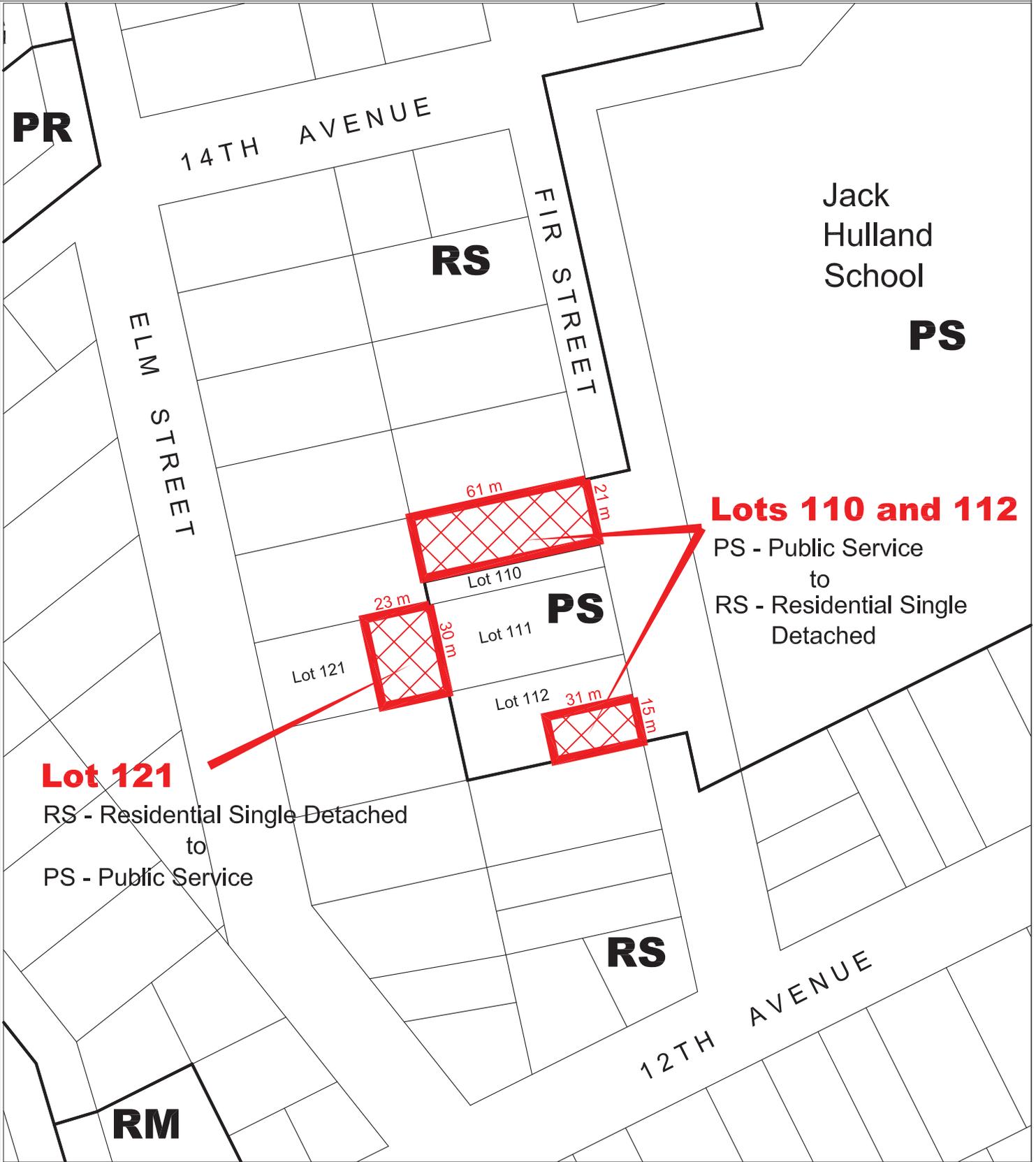
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk



Bylaw 2014-27

A bylaw to amend the zoning of portions of Lot 110 (1303 Fir Street), Lot 112 (1207 Fir Street), and Lot 121 (1302 Elm Street), Plan 25142 LTO to facilitate future development.

LEGEND

 SUBJECT AREAS

File: Old Log Church and Rectory

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: July 21, 2014
RE: Designation of Municipal Historic Sites – Old Log Church and Rectory

ISSUE

To consider the designation of the buildings known as the Old Log Church and Rectory, located at 303 Elliott Street, as Municipal Historic Sites.

REFERENCE

- *Historic Resources Act* (2002)
- Official Community Plan (2010)
- Bylaw 2014-29
- Property Owner Letter of Consent
- Old Log Church and Rectory Heritage Character Statement
- Whitehorse Heritage Registry
- Heritage Bylaw (2002)
- Location Sketch

HISTORY

Constructed in 1900 and 1901, the Old Log Church and Rectory are two of the oldest buildings in Whitehorse. The structures are located at the corner of Third Avenue and Elliott Street, where they have served as downtown landmarks for over 110 years. The church is the oldest structure in Whitehorse still on its original grounds. The buildings are owned by the Diocese of Yukon, Anglican Church of Canada, and are managed by the Yukon Church Heritage Society (YCHS).

The buildings remain true to the original log construction, though some additions have been made over the years. Most of these were done before 1945 and are now part of the historic fabric of the building. The most prominent additions to the church – the vestry, the baptistry and the porchway – were all in place prior to 1944.

In 1953, the church became the diocesan cathedral of Yukon and remained as such until a new cathedral opened in 1960. The building now serves primarily as a museum, representing the history of the Anglican Church in the north. The Rectory is used as a meeting space and for accommodating guests of the Diocese.

A number of significant people have worshipped at the church, including Queen Elizabeth, Prince Phillip, Princess Anne, and Prince Charles. Robert Service served as secretary of the first vestry.

While the area surrounding the buildings has changed and modernized over the years, the two log buildings and their park-like grounds continue to serve as a religious and secular sanctuary. They are notable both for their longevity and for the contrast they

now provide in the neighbourhood, and remain one of Whitehorse’s most popular visitor attractions.

In 2013, a Heritage Restoration Incentive was awarded to the Diocese through the City’s Heritage Fund to assist with restoration of the church’s exterior. As per the City’s Heritage Bylaw, a condition of the incentive approval is that Municipal Historic Site designation be pursued by the owner. The last building to receive designation by City Council was the Telegraph Office in 2010. To date, 15 buildings have been designated.

PROCESS

The Historic Resources Act requires that the public hearing be held no earlier than 60 days after the Notice of Intended Designation is given. Notice of intent is considered to be given when notice is served to the owner of the site, the Minister of Tourism and Culture, the Land Titles Office, and the process is advertised in two newspapers and broadcast on radio.

Planning Committee	July 21, 2014
1 st Reading	July 28, 2014
Newspaper Ads	August 1, 2014
Notice of Intent Served	August 1, 2014
Public Hearing	October 14, 2014
Report to Committee	October 20, 2014
2 nd and 3 rd Reading	October 28, 2014

The Yukon Government (YG) Heritage Resource Branch has also recently initiated a process to recognize the church and rectory as Historic Sites at the Territorial level. The City and YG are collaborating to simultaneously advertise the designation processes. The City’s public hearing process has a 60 day notification period, whereas YG has a 30 day requirement. The decisions for designation will occur separately.

ALTERNATIVES

- Option 1: Proceed with the designation under the Bylaw process.
- Option 2: Do not proceed with the designation process.

ANALYSIS

Heritage Bylaw

The Heritage Bylaw sets provisions for Council to designate, through bylaw, any building, area, or parcel of land as a Municipal Historic Site. The designation process includes a public hearing at which interested people can attend to speak on the proposed bylaw.

The Heritage Bylaw is the principal tool to ensure that designated sites are protected from demolition. The Heritage Bylaw also ensures that no person can alter the historic character of the site without the approval of the City of Whitehorse. The City, upon receiving an application for a development and/or building permit, reviews whether the proposed activities will impact the historic character of the site, and can make recommendations accordingly.

Heritage Registry

The Old Log Church and Rectory are both listed on the City's Heritage Registry, and both received evaluation scores of 15 out of 15. This scoring is outlined in the Heritage Bylaw and considers such criteria as: architectural history, cultural history, context, integrity and age.

2010 Official Community Plan (OCP)

The designation of heritage resources is strongly supported in the OCP. Policy 19.2.1 states that *“Every effort will be made to recognize buildings listed on the Whitehorse Heritage Registry by protecting the significance of the building's character and retaining the scale, spatial relationship, plantings and green space and where possible, the fabric and line of the existing buildings.”*

Character Statement and Statement of Significance

The character statement for the Old Log Church and Rectory was prepared by heritage experts at Midnight Arts Consulting in 2013. Contained within the statement are descriptions of building history, architectural style, context, and character defining elements. If the church and rectory are designated, the Heritage Character Statement will be used to create the Statement of Significance. The Statement of Significance is the reference document that guides any proposed alterations to the building.

ADMINISTRATIVE RECOMMENDATION

THAT Council bring forward Bylaw 2014-29, a bylaw to designate the buildings on Lots 11 and 12, Block 24, Plan 8880 CLSR (located at 303 Elliott Street, commonly known as the Old Log Church and Rectory) as Municipal Historic Sites, for due consideration under the Bylaw process.

CITY OF WHITEHORSE

BYLAW 2014-29

A bylaw to designate the Old Log Church and Rectory as Municipal Historic Sites

WHEREAS the *Historic Resources Act* permits Council to designate land and buildings as a Municipal Historic Site; and

WHEREAS Council has given notice pursuant to Part 5, Section 39 of the *Historic Resources Act* of its intention to consider passing this bylaw; and

WHEREAS Council considers that the Old Log Church and Rectory have heritage value or heritage character as defined in the *Heritage Bylaw*;

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

1. This bylaw may be cited as the "**Old Log Church and Rectory Bylaw**".
2. The buildings known as the Old Log Church and Rectory are hereby designated as Municipal Historic Sites. The buildings are presently situated at 303 Elliott Street in downtown Whitehorse, legally described as Lots 11 and 12, Block 24, Plan 8880 CLSR.
3. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST READING:

NOTICE OF INTENT:

PUBLIC NOTICE:

PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk

**CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA**

Date Monday, July 21, 2014
Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu **Vice Chair:** Dave Stockdale



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| 3. New Business | |

ADMINISTRATIVE REPORT

TO:	Operations Committee
FROM:	Administration
DATE:	21 July 2014
RE:	Contract Award – 2014 Riverdale South Well 10 Water Main Project

ISSUE

Award of contract for the 2014 Riverdale South Well 10 Water Main Project

REFERENCE

- 2014 Annual Budget
- Overall site drawing, see attached
- Invitation to Tender - 2014 Riverdale South Well 10 Water Main Project

HISTORY

With the City now 100% dependent on ground water for the municipal water supply it is important that there are backup wells and infrastructure is in place to ensure adequate capacity is available should one of the wells be off line for repairs or maintenance. The development of another high production water well in the Selkirk aquifer in the south end of Riverdale is part of the City's over all Groundwater Well Development plan. Well 10 will provide backup to two existing high production Wells 8 and 9. The Riverdale South Well 10 water main will link the new well to the existing Well 8 and 9 water main.

The 2014 Annual Budget allocates funds for the installation of the infrastructure required to connect the new well to the existing infrastructure, under the Selkirk Well Development project.

On June 28, 2014, the City tendered the 2014 Well Drilling Program Water Well #10, and the following companies picked up tenders:

NORCOPE	Castle Rock Enterprises
P.S. Sidhu Trucking	Skookum Asphalt
Wildstone Construction	Underhill Geomatics Ltd.

The Tender closed on July 14, 2014, and the following bids were received:

NORCOPE Enterprises Ltd.	\$357,193.86
Castle Rock Enterprises	\$426,500.00
P.S. Sidhu Trucking	\$397,925.00
Skookum Asphalt Ltd.	\$418,038.86
Engineer's Estimate (Production Well)	\$425,600.00

The bid included a \$30,000.00 contingency allowance, excluding GST. The bids were checked for completeness, proper Tender Security, and mathematical errors or inconsistencies. No issues were noted.

ALTERNATIVES

1. Award the contract to NORCOPE Enterprises Ltd
2. Cancel the Project

ANALYSIS

City Staff unanimously agreed that NORCOPE Enterprises Ltd and its sub-contractors are familiar with the scope of work, the project objectives, and further, that they have the skills and ability to conduct these works successfully. The submitted tender prices were reasonable given the type of work being done under this contract.

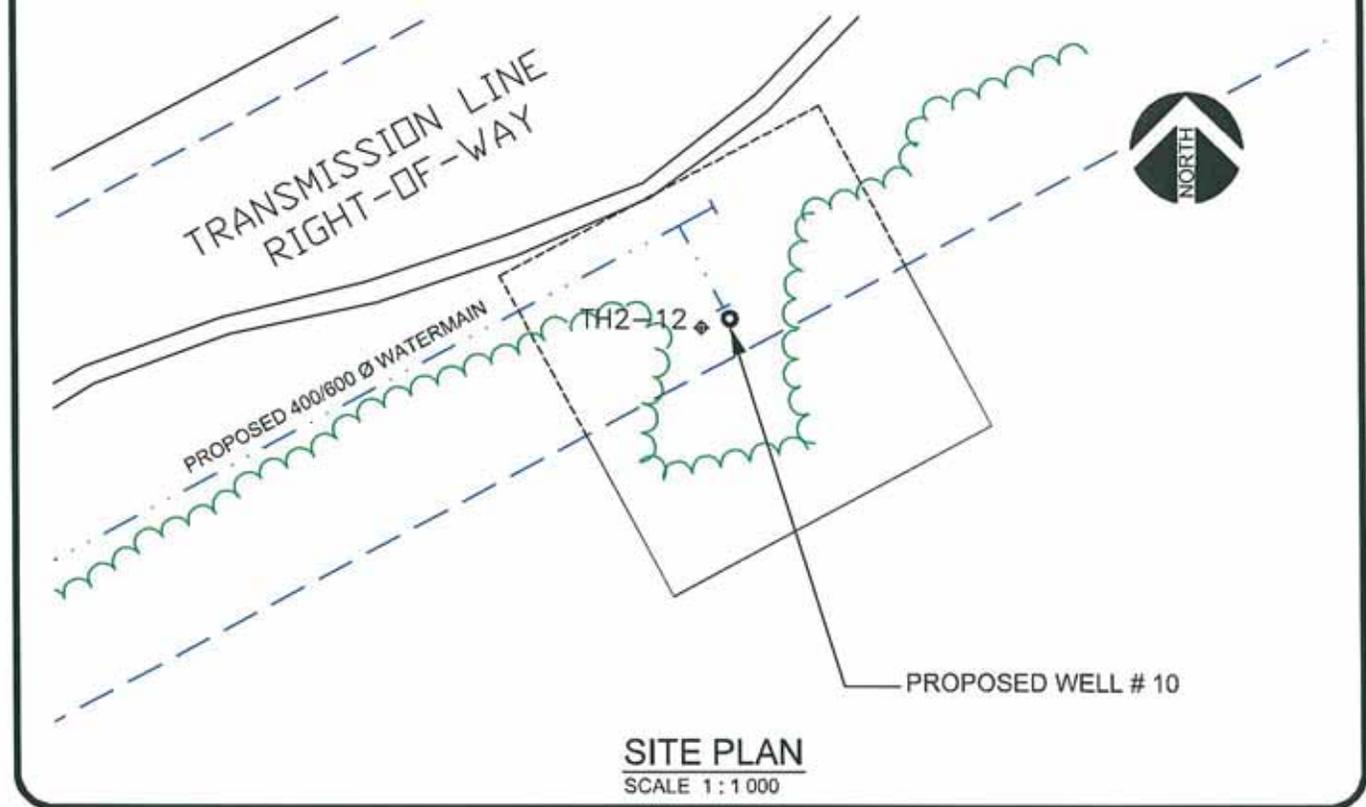
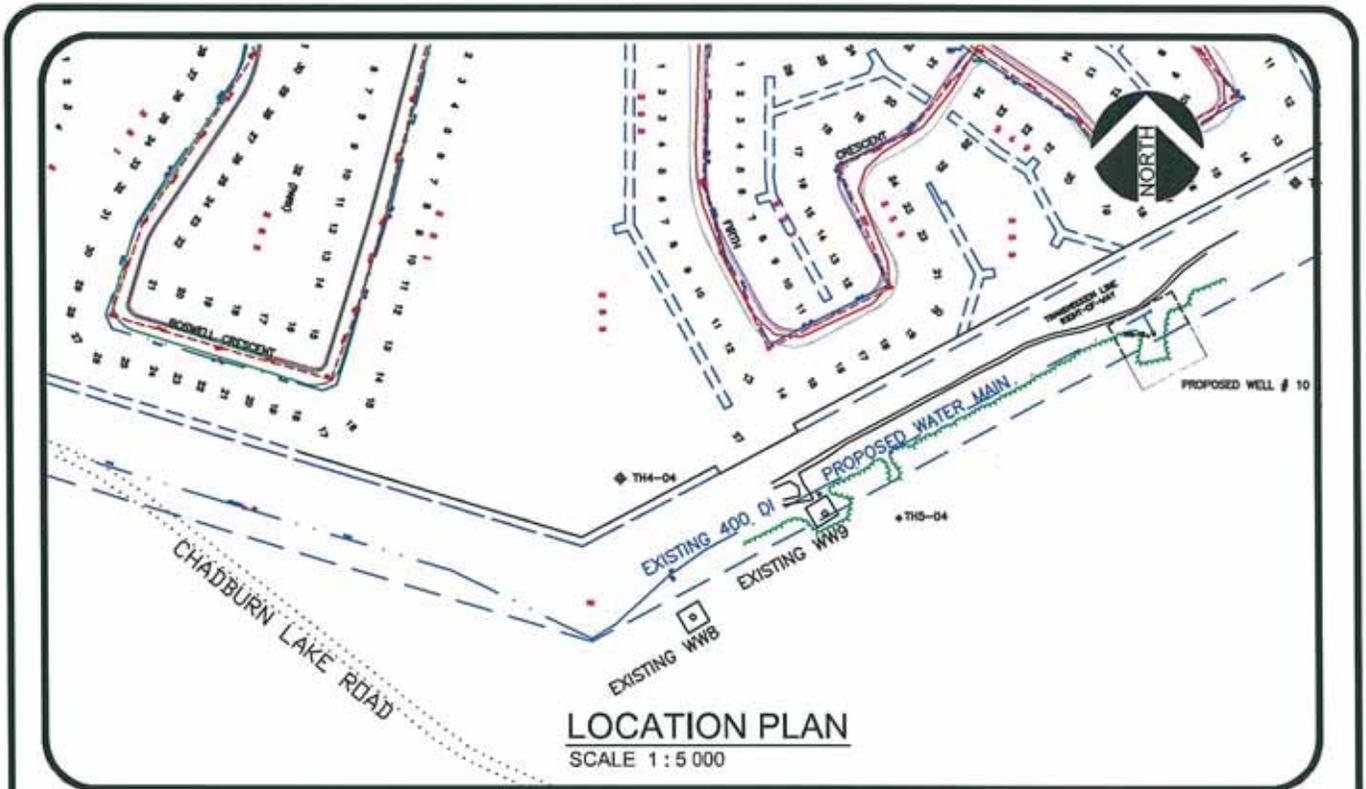
If not approved, Well #10 will not be available as backup should one of the existing production wells need to be taken off line for repair or should maintenance be required over an extended period of time. Also, this new well will be required to meet the water demands during periods of high use and avoid implementing water reduction initiatives.

The bids received were very competitive and within the Engineer's estimate. Not awarding the contract at this time may only result in higher construction costs in the future, and there may be a funding issue as the current Gas Tax funding program comes to an end.

Sufficient funds have been approved through the Gas Tax Fund and are allocated in the 2014 Annual Budget.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the contract for the "2014 Riverdale South Well 10 Water Main Project" to NORCOPE Enterprises Ltd for a net cost to the City of \$357,193.86.



SCALE:	DWN. BY: BB/LS
DATE: May 14, 2014	CKD:
REV.	

CITY OF WHITEHORSE

**PROPOSED
WELL # 10 & WATER MAIN**



ADMINISTRATIVE REPORT

TO:	Operations Committee
FROM:	Administration
DATE:	21 July 2014
RE:	Contract Award - 2014 Hillcrest Water Supply Main

ISSUE

Award the construction contract for the 2014 Hillcrest Water Supply Main.

REFERENCE

- Tender 2014 Hillcrest Water Supply Main
- Overall site plan, see attached
- 2014 Capital Budget

HISTORY

In 2010, the Hillcrest Community Association requested that the City of Whitehorse consider reconstructing the infrastructure to upgrade services. The City Engineering Department produced The Hillcrest Reconstruction Predesign Report in April 2013 which identified constructing a new water main to supply water from Hamilton Boulevard to the community. Currently, Hillcrest's water is supplied by mains connected to a transmission main that runs along the Alaska Highway. The new main will replace a steel and asbestos concrete main that was installed in the 1950's and crosses the Tank Farm. The Tank Farm main is in poor condition, is on private property without an easement, does not provide service to the property, and it conflicts with the remediation of contaminated soil on the Tank Farm Property and will be moved for future lot development. The new Hamilton Boulevard main will provide increased flows that will result in water supply and thermal protection benefits as well as providing an alternate water source should the Alaska Highway Transmission main encounter problems.

The construction tender was advertised Friday June 20, 2014 on the City Page of the local newspapers and on the City's website. The contract documents were available for pickup on Monday June 23, 2014 and were obtained by the following companies:

Norcope Enterprises
Castle Rock Enterprises
Underhill Geomatics

Skookum Asphalt Ltd.
P.S. Sidhu Trucking
Wildstone Construction

The tender closed on Wednesday July 9, 2014 and submissions were received from the following companies:

Castle Rock Enterprises	\$298,575.00
P.S. Sidhu Trucking	\$445,035.00
Norcope Enterprises	\$313,065.31
Skookum Asphalt Ltd.	\$384,605.00
Engineer's Estimate	\$324,600.00

The bids were checked for completeness, mathematical errors and proper Tender Security. No errors were found.

There was no contingency included in the bid prices. All bids do not include GST.

ALTERNATIVES

1. Award the contract for the 2014 Hillcrest Water Supply Main - Award of Contract to Castle Rock Enterprises.
2. Cancel the tender.

ANALYSIS

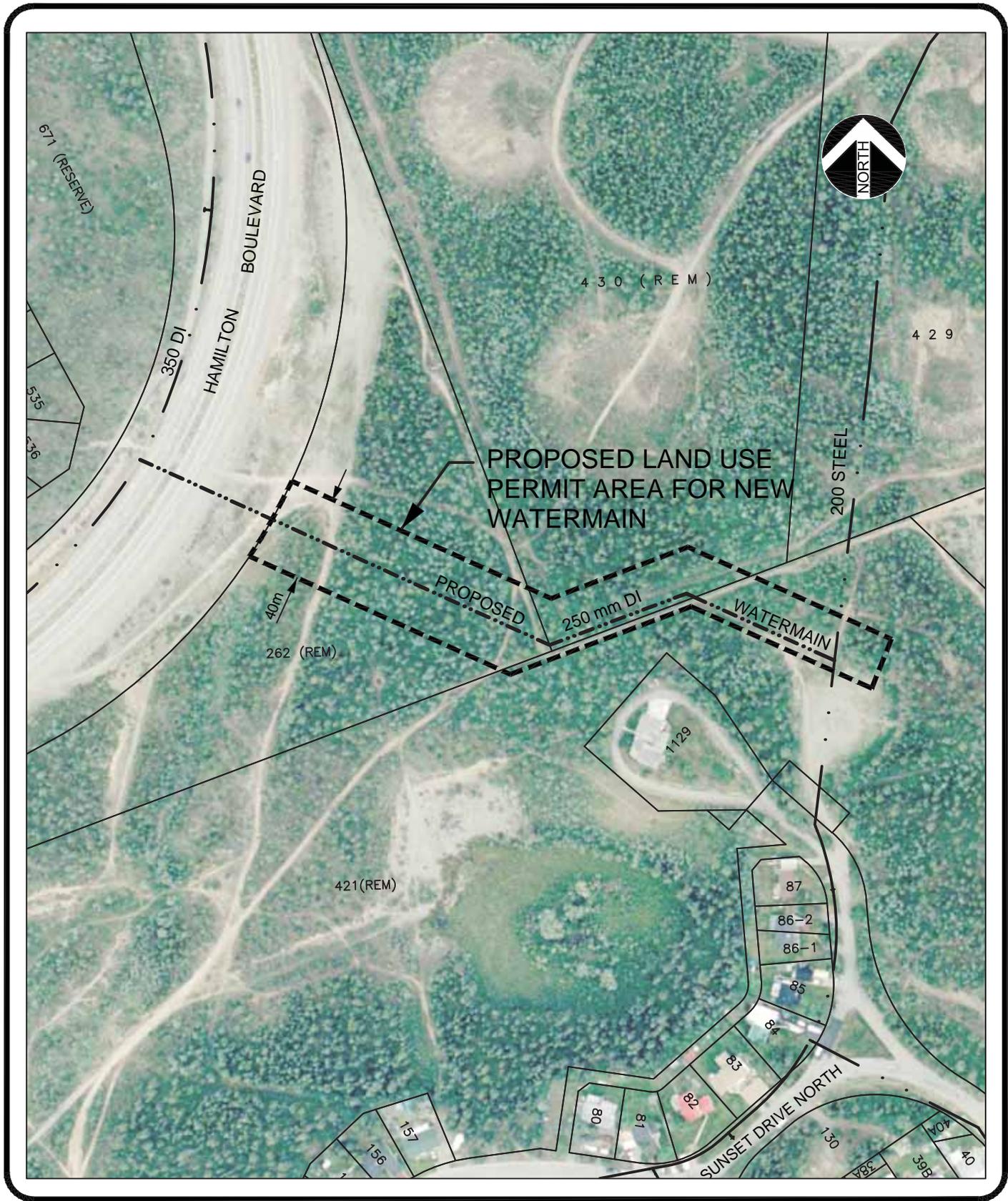
The Tender Review Committee consisting of City Staff unanimously agreed that Castle Rock Enterprises is familiar with the scope of work, has the knowledge and experience to complete the work, and are interested in completing this project. The prices are reasonable given the competitive bids the City received.

Not awarding this contract will result in continued repair of the existing main with possible failure and replacement at higher costs. A failure of the Tank Farm main could subject the community to health and safety risks. The existing main will impact remediation of contaminated soil and future lot development in the Tank Farm.

The City has sufficient funds in account # 240c00213-240c001 to complete this project.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the 2014 Hillcrest Water Supply Main Project to Castle Rock Enterprises for a net cost to the City of \$298,575.00.



SCALE: 1 : 2 500	DWN. BY: BCB
DATE: JAN 2014	CKD:
REV.	

CITY OF WHITEHORSE

LAND USE PERMIT



CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE

Date Monday, July 21, 2014
Location: Council Chambers, City Hall

Chair: Kirk Cameron Vice Chair: Mike Gladish



Pages

1. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE

Date Monday, July 21, 2014

Location: Council Chambers, City Hall

Chair: Dave Stockdale Vice Chair: Kirk Cameron



Pages

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date Monday, July 21, 2014

Location: Council Chambers, City Hall

Chair: Betty Irwin Vice Chair: John Streicker



Pages

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA

Date Monday, July 21, 2014

Location: Council Chambers, City Hall

Chair: John Streicker Vice Chair: Betty Irwin



Pages

1. New Business

Chairperson shall ask if there is anyone present who wishes to speak to the Committee